Mail Code: 5005K	у	3
a. NAME OF CONSIGNEE 3. ORDER NO. 0021 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R c. CITY Washington I	У	
a. NAME OF CONSIGNEE 3. ORDER NO. 0021 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R c. CITY Washington I	У	
3. ORDER NO. 0021 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 4. REQUISITION/REFERENCE NO. PR-OA-14-00018 b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R c. CITY Washington	У	
0021 PR-OA-14-00018 Thomas Armitage 5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Thomas Armitage b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R c. CITY Washington G. Washington	У	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, NW MC 1400R LODIE 1400R C.CITY Washington DC 20460	У	
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, NW MC 1400R 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 1200 Pennsylvania Avenue, NW MC 1400R c.CITY Washington	_	
Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 MC 1400R c.CITY Washington		
Mail Code: 3803R c.CITY Washington DC 20460		
Washington DC 20460 Washington		
washington be 20460	AND SHARINGS CO.	e. ZIP CODE
7. TO: f. SHIP VIA	DC 2	:0460
a. NAME OF CONTRACTOR ENDYNA INC 8. TYPE OF ORDER		
b. COMPANY NAME	DELIVERY	
c. STREET ADDRESS REFERENCE YOUR:		
		tructions on the
		y order is subject ined on this side
50 1900	this form and	l is issued and conditions
Thousand the following of the territory	above-number	
d. CITY e. STATE f. ZIP CODE this order and on the attached sheet, if any, including delivery as indicated.		
MCLEAN VA 221022203 including delivery as indicated.		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule 10. REQUISITIONING OFFICE HPOD		
	F.O.B. POINT	r.
a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED d. WOMEN-OWNED e. HUBZone		
f. SERVICE-DISABLED UNDER THE WOSB PROGRAM IN. EDWOSB		
13. PLACE OF 14. GOVERNMENT B/L NO. 15. DELIVER TO F.O.B. POINT 16.	6. DISCOUNT	TERMS
a. INSPECTION b. ACCEPTANCE Destination Destination ON OR BEFORE (Date)		
17. SCHEDULE (See reverse for Rejections)		
QUANTITY UNIT		QUANTITY
ITEM NO. SUPPLIES OR SERVICES ORDERED UNIT PRICE AMOUNT		ACCEPTED
(a) (b) (c) (d) (e) (f) DUNS Number: (b)(4)		(g)
TOPO: Thomas Armitage Max Expire Date: 01/31/2014		
Continued		
18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO.		17(h) TOTAL (Cont.
21. MAIL INVOICE TO:		pages)
a. NAME \$103,063.2	20	
RTP Finance Center	20	
SEE BILLING INSTRUCTIONS b. STREET ADDRESS US Environmental Protection Agency		
ON REVERSE (or P.O. Box) RTP-Finance Center		17(i)
Mail Drop D143-02		GRAND TOTAL
109 TW Alexander Drive \$103,063.2	20	
C. CITY 0. STATE 6. ZIP CODE	20	
Durham NC 27711		
22. UNITED STATES OF 23. NAME (Typed)		
AMERICA BY (Signature) Christine Edwards TITLE: CONTRACTING/ORDERING OFFICER		

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 11/26/2013
 EP-W-11-051

ORDER NO. 0021

TEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Admin Office:					
	HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 13-14-B-11T-ZZZMG5-2584-MM1111011411T31031 -001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111101 DCN - Line ID: 1411T31031-001					
01	Period of Performance: 11/26/2013 to 01/31/2014 SAB Connectivity Panel Meeting December	1	EA	103,063.20	103,063.20	
	16-18, 2013					

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 21

Title: SAB Connectivity Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Connectivity Panel including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics

support.

Period of Performance: Date of Award through January 31, 2013

Meeting Location: Washington, DC

Administrative Meeting: December 16, 2013, 7:45 am – 8:45 am

Public Meeting Dates/Time December 16, 2013, 9:00 am – 5:30 pm

December 17, 2013, 8:30 am – 5:30 pm December 18, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Thomas Armitage, COR, 202-564-2155 Christine Edwards, CO, 202-564-2182

Task 1: Secure Meeting Facility

- 1. EPA is holding space at **The Washington Plaza Hotel in Washington, DC.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro

- EQ/Processor
- 16 microphones
- Microphone controllers
- 9 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at http://www.epa.gov/sab in advance of the meeting.
- 3. The contractor shall procure wireless internet access for 30 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

4. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket for the SAB's "Panel for the Review of EPA's Water Body Connectivity Report" by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to two issue areas identified by SABSO staff and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see attachment for mock-up of the desired Table format for delivery as the major product of this SOW. During the comment period, the comment categorization must be updated daily. The final Draft Table must be completed and delivered to SABSO by Nov. 29, 2013 and the final Table by Jan. 8, 2014 in accordance with Attachment 1 and Example Table 1.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop the progress report for EPA.
- 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MOD	DIFICATION OF C	ONTRACT	CONTRACT ID CODE	PA	AGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4.	REQUISITION/PURCHASE REQ. N	O. 5. PROJ	1 19 ECT NO. (If applicable)
001	12/13/2	01.3 P.	R-OA-14-00027		
	ODE HPOD		. ADMINISTERED BY (If other than I	tem 6) CODE	
HPOD US Environmental Protecti Ariel Rios Building 1200 Pennsylvania Avenue, Mail Code: 3803R Washington DC 20460	3			·	
8. NAME AND ADDRESS OF CONTRACTOR (No.	atmost county State and	I 7IP Codo)	9A. AMENDMENT OF SOLICITAT	ION NO	
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203	, sireet, county, State and	(x	9B. DATED (SEE ITEM 11)		
CODE (b)(4)	FACILITY COI	DE	11/26/2013		
(~)(')	11 THIS IT	M ONLY APPLIES TO AMI	ENDMENTS OF SOLICITATIONS		
separate letter or telegram which includes a refe THE PLACE DESIGNATED FOR THE RECEIP virtue of this amendment you desire to change a to the solicitation and this amendment, and is re 12. ACCOUNTING AND APPROPRIATION DATA	T OF OFFERS PRIOR an offer already submit ceived prior to the ope	TO THE HOUR AND DATI ted, such change may be m uning hour and date specifie	SPECIFIED MAY RESULT IN REJI ade by telegram or letter, provided e	ECTION OF YOUR OFFE	ER. If by kes reference
See Schedule		2000 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 2		*	
	NTRACT/ORDER IS M ORTH IN ITEM 14, PI	ODIFIED TO REFLECT TH JRSUANT TO THE AUTHO	HANGES SET FORTH IN ITEM 14 AI E ADMINISTRATIVE CHANGES (sur RITY OF FAR 43.103(b). HORITY OF:		
E. IMPORTANT: Contractor X is r	not Dis required t	o sign this document and re	eturn 0 copie	es to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICA DUNS Number: (b)(4) The purpose of this Amenda additional AV Technician TOPO: Thomas Armitage Max LIST OF CHANGES: Reason for Modification: Total Amount for this Mod	ment NO. 1, Expire Dat	is to increase: 03/31/2014	ding solicitation/contract subject matt	er where feasible.)	dd one
New Total Amount for this Obligated Amount for this New Total Obligated Amoun Continued Except as provided herein, all terms and condition	Modificati t for this	on: \$1,444.57 Award: \$104,50	is heretofore changed, remains unch		
15A. NAME AND TITLE OF SIGNER (Type or prin	nt)		16A.NAME AND TITLE OF CONTR Naomi Jones	ACTING OFFICER (Type	or print)
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)			(Signature of Contracting	a Officer)	

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/0021/001
 2
 19

NAME OF OFFEROR OR CONTRACTOR

EM NO.	SUPPLIES/SERVICES	QUANTITY (C)	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(0)	(ע)	(E)	(F)
	Project Title changed to : Increase Audio Visual Equipment & add One				
	additional AV Technician				
	Buyer changed				
	From: Christine Edwards				
	To: Naomi Jones				
	Contracting Officer changed				
	From: Christine Edwards				
	From: Official Edwards				
	To: Naomi Jones				
	Total Amount changed				
	from \$103,063.20 to \$104,507.77				
	Obligated Amount for this modification: \$1,444.57				
	End Date: 03/31/2014				
	CHANGES FOR ACCOUNTING CODE:				
	13-14-B-11T-ZZZMG5-2584-MM1111011411T31031-001				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	14-15-B-11T-ZZZMG5-25041411T41001-001				
	Beginning FiscalYear 14				
	Ending Fiscal Year 15				
	Fund (Appropriation) B				
	Budget Organization 11T				
	Program (PRC) ZZZMG5				
	Budget (BOC) 2504 Job # (Site/Project)				
	Cost Organization				
	DCN-LineID 1411T41001-001				
	Amount: \$1,444.57				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	Continued				

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/0021/001
 3
 19

NAME OF OFFEROR OR CONTRACTOR

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Delivery: 03/31/2014	+	\vdash		
	Delivery Location Code: HPOD RRB				
	HPOD RRB				
	US Environmental Protection Agency				
	USEPA Ronald Reagan Building (RRB)				
	1300 Pennsylvania Avenue NW				
	Washington dc 20004 USA				
	Mashington do 20001 den				
	Period of Performance: 11/26/2013 to 03/31/2014				
			1		

AMENDMENT OF SOLICITATION/MOD	IFICATION OF C	CONTRACT		1. CONTRACT ID CODE	PAG	GE OF	PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4	I. REQ	JISITION/PURCHASE REQ. NO.	5. PROJE	⊥ CT NO.	18 (If applicable)
002	See Blo	ck 16C					
	DDE HPOD		7. ADN	IINISTERED BY (If other than Item 6)	CODE		
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue, Mail Code: 3803R Washington DC 20460					_		
8. NAME AND ADDRESS OF CONTRACTOR (No.,	street, county, State and	d ZIP Code)	.\ J9A.	AMENDMENT OF SOLICITATION NO.			
endyna inc 1345 Lancia Drive MCLEAN VA 221022203	street, county, State and	(x	9B. 10A EF	DATED (SEE ITEM 11) . MODIFICATION OF CONTRACT/ORDER N -W-11-051 21	0.		
0005 (4.) (4)	LEAOUATY OO	0.5	0.00	. DATED (SEE ITEM 13)			
(b)(4)	FACILITY CO			1/26/2013			
	11. THIS IT	EM ONLY APPLIES TO AM	IENDM	ENTS OF SOLICITATIONS			
THE PLACE DESIGNATED FOR THE RECEIPT virtue of this amendment you desire to change at to the solicitation and this amendment, and is rec 12. ACCOUNTING AND APPROPRIATION DATA (See Schedule 13. THIS ITEM ONLY APPLIES	n offer already submi eived prior to the ope (If required)	tted, such change may be n ening hour and date specific	made b ed.		r letter make	es refer	ence
	TRACT/ORDER IS M ORTH IN ITEM 14, P	MODIFIED TO REFLECT THURSUANT TO THE AUTHO	HE ADI ORITY	ES SET FORTH IN ITEM 14 ARE MADE IN TO MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b).			
x FAR 52.212-4 (c) C		INTO PORSOANT TO AU	IHOKI	TT OF.			
D. OTHER (Specify type of modification)	2						
	,,						
E. IMPORTANT: Contractor is no	ot Vie required	to sign this document and r	eturn	1 copies to the issuince	n office		
14. DESCRIPTION OF AMENDMENT/MODIFICATE DUNS Number: (b)(4) TOPO: Thomas Armitage Max LIST OF CHANGES: The purpose of this modificate 2014 to allow for additions of work.	ON (Organized by to be compared by to be compared by to be compared by the com	e: 06/30/2014 to extend the	peı	riod of performance thre	ough J		
Period Of Performance End	Date chang	ed from 2014-	03-3	31 to 2014-06-30			
CHANGES FOR LINE ITEM NUME							
End Date changed from 2014	1-03-31 to	2014-06-30					
Continued							
Except as provided herein, all terms and conditions		erenced in Item 9A or 10A,					
15A. NAME AND TITLE OF SIGNER (Type or print)			IAME AND TITLE OF CONTRACTING OFFIC	∠EK (Type o	or print)	
			Chr	istine Edwards			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16 . <i>(</i>)	1 1 -1 1	LECTRON SIGNATUR	IC	7/01/2014
(Signature of person authorized to sign)				•		-	

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/0021/002
 2
 18

NAME OF OFFEROR OR CONTRACTOR

EM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
		+			
	Delivery: 03/31/2014				
	Delivery Location Code: HPOD RRB				
	HPOD RRB				
	US Environmental Protection Agency				
	USEPA Ronald Reagan Building (RRB)				
	1300 Pennsylvania Avenue NW				
	Washington dc 20004 USA				
	nasningeen as 20001 con				
	Period of Performance: 11/26/2013 to 06/30/2014				
		1			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT						1. CONTRACT ID CODE PAGE OF PAGE					
2. AMENDMEN	NT/MODIFICATION NO.		3. EFFECTIVE	DATE	4. R	EQUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)			
003			06/30/2	014				, , ,			
6. ISSUED BY		CODE	HPOD		7. <i>F</i>	ADMINISTERED BY (If other than Item 6)	CODE				
Ariel Ri 1200 Per Mail Coo	ronmental Prote ios Building nnsylvania Aven de: 3803R ton DC 20460		Agency								
	ADDRESS OF CONTRACTO	R (No., street	. county. State and	I ZIP Code)	,\	9A. AMENDMENT OF SOLICITATION NO.					
ENDYNA I 1345 LAN			, comy, care and		×	9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER N EP-W-11-051 0021 10B. DATED (SEE ITEM 13)	0.				
CODE (h)	(4)		FACILITY COL	DE .		11/26/2013					
cope (p)	(4)				MEN						
	umbered solicitation is amend	lod es sit f	or the commended to hear	WOODER AND THE STATE OF STATE		DMENTS OF SOLICITATIONS r receipt of Offers ☐ is exter	adad 🗔,	not extended.			
separate lett THE PLACE virtue of this to the solicit	DESIGNATED FOR THE RE amendment you desire to cha ation and this amendment, an- ING AND APPROPRIATION I edule	a reference CEIPT OF (ange an offe d is received DATA (If req	to the solicitation DFFERS PRIOR r already submit d prior to the oper suired)	n and amendment numbe TO THE HOUR AND DA ted, such change may be ning hour and date specif	ers. ATE S mad fied.	receipt of this amendment on each copy of the off FAILURE OF YOUR ACKNOWLEDGEMENT TO SPECIFIED MAY RESULT IN REJECTION OF YO fe by telegram or letter, provided each telegram of MODIFIES THE CONTRACT/ORDER NO. AS DE	BE RECEIVE DUR OFFER. r letter makes	D AT If by reference			
CHECK ONE	A. THIS CHANGE ORDER I ORDER NO. IN ITEM 10A	S ISSUED F	PURSUANT TO:	(Specify authority) THE (СНА	NGES SET FORTH IN ITEM 14 ARE MADE IN T	HE CONTRA	ст			
	B. THE ABOVE NUMBERED appropriation date, etc.)					ADMINISTRATIVE CHANGES (such as changes TY OF FAR 43.103(b).	in paying offic	ce,			
Х	FAR 52.212-4 (INTO PORSUANT TO AC	יחוכ	SKITT OF.					
	D. OTHER (Specify type of I										
E. IMPORTAN	Γ: Contractor	☐ is not,	x is required t	o sign this document and	retu	rn1 copies to the issuing	g office.				
DUNS Num TOPO: Th The purp 30, 2014	nber: (b)(4) nomas Armitage I pose of this mo	Max Ex difica	pire Dat	e: 06/30/2014 to extend the	1 = F	g solicitation/contract subject matter where feasile period of performance thr fork under Task 2.4 of th	ough Se				
Delivery Delivery HPOD RRE US Envir Continue Except as prov	v: 03/31/2014 v Location Code s conmental Protected vided herein, all terms and cor	: HPOD	RRB Agency		., as	heretofore changed, remains unchanged and in fu					
15A. NAME AN	ND TITLE OF SIGNER (Type	or print)			20770.00	A. NAME AND TITLE OF CONTRACTING OFFIC	CER (Type or	print)			
15B. CONTRA	CTOR/OFFEROR			15C. DATE SIGNED	16		LECTRONIC				
-	Signature of person authorized to	sign)	 ë		-	Commence of the Section Commence of the Commen	SIGNATURE	07/01/2014			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
CONTINUATION SHEET	EP-W-11-051/0021/003	2	18

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY UNIT	UNIT PRICE (E)	AMOUNT (F)
	USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA			
	Period of Performance: 11/26/2013 to 09/30/2014			

		OF	DER FOR SUI	PPLIES OR SERV	ICES				PAGE	OF PAG	ES
IMPORTANT:	Mark all	packages and papers with	contract and/or or	der numbers.					1		3
1. DATE OF OR	DER	2. CONTRACT NO. (If any) EP-W-11-051						6. SHIP TO:			
11/25/20	13	EP-W-11-051			a. NAME	OF CC	NSIGNEE				
e e			L BEOLUGIELOUE	EEEEENOE NO	4						
3. ORDER NO.			4. REQUISITION/R		Angel	a N	ugent				
0022			PR-0A-14-0	0016							
5. ISSUING OFF HPOD	ICE (Addi	ress correspondence to)			b. STREE US En		<mark>RESS</mark> onmental Prot	ection Ac	jency		
US Envir	onmen	tal Protection 2	Agency		1200	Pen:	nsylvania Ave	nue, NW	· · · · · · · · · · · · · · · · · · ·		
Ariel Ri	os Bu	ilding			MC 14	00R					
1200 Pen	nsylv	ania Avenue, N.	W.						1	1	
Mail Cod	e: 3	803R			c. CITY Washi	na+	on		d. STATE	+00,-00	
Washingt	on DC	20460			Wasiii	inge			DC	2046	0
7. TO:	ANTA ONTA TO 100 TO				f. SHIP VI	Α					
a. NAME OF CO ENDYNA I		OR					8 TY	PE OF ORDER			
b. COMPANY NA	AME				a. PU	RCHA	W1007 X 100		X b. DELIVER	 Y	
c. STREET ADD	RESS				REFERE				APAGASAPARIN/BASSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS		
1345 LAN	CIA D	RIVE							Except for billing reverse, this deli		
					-				to instructions co	ntained o	n this side
					Please fu	rnish th	ne following on the terms		only of this form a subject to the ter		
					and condi	tions s	pecified on both sides of		of the above-nun	bered co	ntract.
d. CITY MCLEAN			e. STATE VA	f. ZIP CODE 221022203			n the attached sheet, if an y as indicated.	у,			
9. ACCOUNTING		PROPRIATION DATA			10. REQU	ISITIO	NING OFFICE	-			
		CATION (Check appropriate b	ox(es))		IIIOD				12. F.O.B. PO	INT	
a. SMALL		b. OTHER THAN SMALL	c. DISADVA	NTAGED d. WO	MEN-OWNE	D	e. HUBZone				
f. SERVICE			D SMALL BUSINES		EDWOSB						
VETERA	N-OWNE		R THE WOSB PROG						<u> </u>		
		13. PLACE OF		14. GOVERNMENT B/L N	10.		15. DELIVER TO F.O.B. ON OR BEFORE (Dat		16. DISCOL	INT TERM	<i>I</i> IS
a. INSPECTION		b. ACCEPTANCE					11/25/2013	-/			
Destinat	1011	Destinati	On	47.0005000570	-						
				17. SCHEDULE (See			T	1			
ITEM NO.		SUPPLIES (OR SERVICES		QUANTITY ORDERED		UNIT PRICE	AMO	UNT		UANTITY CCEPTED
(a)		50 (\$ 400 km² - 10 - 10 - 10 km² (\$ 1 - 10 k	(b)		(c)	(d)	(e)	(f)		(g)
		Number: (b)(4) Angela Nugent N	May Evnire	Date:							
		/2014	da Expire	Dace.							
	Conti	nued									
	CONCI	naca									
	18. SHIP	PING POINT		19. GROSS SHIPPING V	_L WEIGHT	!	20. INVOICE NO.	<u> </u>			17(h)
	17.00.1 7.00 Gen. 10.00 F						State State Control of the Control o				TOTAL (Cont.
											pages)
			2	1. MAIL INVOICE TO:							
	a. NAME		Finance C	enter				\$28,9	27.13		•
SEE BILLING INSTRUCTIONS	b. STRE	ET ADDRESS US	Environmen	tal Protectio	n Agen	CV					
ON REVERSE	(or P.O.	Boy)	-Finance C			_					17(i)
		Mai	l Drop D14	3-02							GRAND TOTAL
		109	TW Alexan	der Drive				\$28 , 9	27 12		
	c. CITY				d. STA		e. ZIP CODE	740,9	Z 1 • 1 J		1
	Di	ırham			NC		27711	<u> </u>			
22. UNITED S	STATES C)F					23. NAME (Typed)				
AMERICA	ABY (Sig	nature)					Christine		EICED.		
							TITLE: CONTRACTING	OKDERING OF	TIVEK		

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 11/25/2013 EP-W-11-051

ORDER NO. 0022

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	(c)	(d)	PRICE (e)	(f)	ACCEPTEI (g)
	Admin Office:			. X ∞∞ P 5	.,	
	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building		1			
	1200 Pennsylvania Avenue, N. W.		1			
	Mail Code: 3803R		1			
			1			
	Washington DC 20460		1			
	Accounting Info:		1			
	13-14-B-11T-ZZZMG5-2584-MS1111011411T31030		1			
	-001 BFY: 13 EFY: 14 Fund: B Budget Org:		1			
	11T Program (PRC): ZZZMG5 Budget (BOC):		1			
	2584 Job #: MS111101 DCN - Line ID:		1			
	1411T31030-001					
	Period of Performance: 11/25/2013 to					
	01/15/2014					
01	Chartered SAB Meeting December 4-5, 2013	1	ΕA	28,927.13	28,927.13	
J 1	bildred and meeting becomber 4 3, 2013	-		20,327.13	20,327.13	
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))	>			\$28,927.13	

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 22

<u>Title:</u> Chartered Science Advisory Board (SAB) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through January 15, 2014

Meeting Location: Washington, DC

Administrative Meeting: December 04, 2013, 8:00 am – 10:00 am

Public Meeting Dates/Time December 04, 2013, 10:30 am – 6:00 pm

December 05, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Angela Nugent, COR, 202-564-2218 Christine Edwards, CO, 202-564-2182

Task 1: Secure Meeting Facility

- 1. The EPA is holding space at **The Washington Plaza Hotel in Washington, DC.** The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 40 advisory members and approximately 80 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 20 microphones
- Microphone controllers
- 10 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.
- 5. The contractor shall ensure that the meeting space is available for set up no later than 3:00 p.m. on December 3, 2013.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange a meeting with the COR and hotel representatives on the afternoon of December 3, 2013, so that the conference room will be completely set up according to the COR's specifications. The contractor shall include AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and be responsible for making sure that all presentations are projected on the screen. The AV personnel are required to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. One person shall be in attendance in the meeting room to assist the COR with logistics during the meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting. The contractor shall provide this file at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. One member of the onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice
- 3. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

a. NAME OF CONSIGNEE b. STREET ADDRESS a. NAME OF CONSIGNEE a. NAME OF CONSIGNEE a. NAME OF CONSIGNEE b. STREET ADDRESS c. STREET ADD		OF	RDER FOR SU	PPLIES OR SERV	VICES				PAGE	OF PAGES	
SEP-011-051 September Se	IMPORTANT: Mai	rk all packages and papers with	contract and/or o	rder numbers.					1	4	
A DESCRIPTION OF THE PROPERTY	1. DATE OF ORDER	2. CONTRACT NO. (If any)						6. SHIP TO:	•		
ERSUMB OFFICE (MeMores correspondence 20) State Accordance State Cap State Accordance State Cap State Accordance State Accordance State Accordance State Accordance State Accordance Accor	01/16/2014	EP-W-11-051			a. NAME	OF CC	NSIGNEE				
ERSUMB OFFICE (MeMores correspondence 20) State Accordance State Cap State Accordance State Cap State Accordance State Accordance State Accordance State Accordance State Accordance Accor	3 OPDER NO		4 PEOUISITION/	PEEEDENCE NO	-						
S. SUNNO OFFICE (Auditorss correspondence in) HECD ENTIFORMENT APPROXIMATION HECD ENTIFORMENTAL Protection Agency Aciel Rios Building Aciel Building Aciel Rios Building Aciel Building Aciel Rios Building Ac					Alis	na F	isher (202) 5	64-2122			
DES ENVIRONMENTEAL Protection Agency Ariel Rios Milding Ariel Rios Mil			IN ON 14	00032							
DS ENVIRONMENTAL Protection Agency Ariel Ruce Building 1200 Pennsylvania Avenue, N. W. Mail Code: 38038 AUGUSTA 1803 ENVIRONMENTAL DELVE ENDERNA 1NC ENDERNA		(Address correspondence to)						ection A	aenav		
Areal Roos Building 1300 Pennsylvania Avenue, NV Mail Code: 3803R Mail Code: 3803R Washington DC 20460 TO COTY Washington DC 20460 SIFER CONTRACTOR BLOOK CONTRACTOR WAS 221322203 REFERENCE YOUR REFERENCE		mental Protection	Agency						90.101		
Mail Code: 3833R ### Sabington DC 20460 7.70 ### Sabington DC 20460			J 1		1300	Pen	nsylvania Ave	enue, NW			
### Washington DC 20460 ### Washington DC 20460 ### SAME OF CONTRACTOR ### BINDYNA INC ### DOMPMAY NAME ### STREET ADDRESS 1345 TANCIA DRIVE ### DELIVERY ### DELI	1200 Penns	ylvania Avenue, N.	W.								
SHPVIA S	Mail Code:	3803R			Drock attempts or	ــمح ـــ	22		1212 CARRESTON	The second secon	
A NAME CONTRACTOR ENDETTYS. THE CONTRACTOR END TH	Washington	DC 20460			Wasii	ıngt	011		DC	20460	
EDDYN INC CAMPANY NAME	7. TO:				f. SHIP	/IA					
B. COMPANY NAME STREET ADDRESS 1345 LANCIA DRIVE STREET ADDRESS 1345 LANCIA DRIVE REFERENCE YOUR. REFERENC		ACTOR									
CSTREET ADDRESS 1949 LANGIA DRIVE Please furnish the following on the terms and conditions specified on both radios: psecified on both radios: ps							8. TY	PE OF ORDER			
1345 LANCIA DRIVE Continued Continued									X b. DELIVER	RY	
Please turnish the following on the terms and conditions socified on the sales above the terms and conditions socified on the sales and conditions and conditions socified on the sales and conditions are society. Intelligence					REFER	ENCE Y	OUR:		Except for hilling	instructions on the	
A COLONINO AND APPROPRIATION DATA See Schedule 1.2P CODE	1010 1111011				<u></u>				reverse, this del	ivery order is subjec	t
d. CITY MCLEAN STATE 1.29 CODE VA 221022203 Including delivery as indicated, if any, including delivery as indicated. Including delivery. Including delivery as indicated. Including delivery. Including delive										į.	
### COLONING AND APPROPRIATION DATA ### ACCOUNTING OFFICE ### ACCOUNTING AND APPROPRIATION DATA ### ACCOUNTING OFFICE ### ACCOUNTING OFFICE											
ACCEPTING AND APPROPRIATION DATA See Schedule 11. BUSINESS CLASSIFICATION (Creek appropriate box(es)) 12. FO.B. POINT Destination 13. PLACE OF 13. PLACE OF 14. GOVERNMENT BL.NO. Destination 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 02. Z28 / 2014 16. DISCOUNT TERMS 00. ACCEPTANCE Destination 17. SCHEDULE (See reverse for Rejections) 18. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 02. Z28 / 2014 19. DUNS Number: [b): 10. DUNS Number: [b): 10. SUPPLIES OR SERVICES 10. MAME REP To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFTISHER Max Expire Date: 02/28/2014 Continued 21. MAIL INVOICE TO: 22. MAIL INVOICE TO: WISTRUCTIONS ON REVERSE ON REVERSE (or P.O. Box) STEET ADDRESS US Environmental Protection Agency RTF-Finance Center Mail Drop D143-02 10. STATE ALBERCA BY (Signature) 10. STATE 22. UNITED STATES OF AMERICA BY (Signature) 12. MAIL (Typed) Nacmit Jones 13. STATE 14. STATE 25. NAME (Typed) Nacmit Jones 12. MAIL (Typed) Nacmit Jones	d. CITY		A STATE	f ZIP CODE			•	y.	or the above-nu	mbered contract.	
See Schedule HFOD It BUSINESS CLASSIFICATION (Check appropriate box(es)) A SMALL	MCLEAN				including	deliver	y as indicated.				
1. BUSNESS CLASSIFICATION (Check appropriate box(es)	9. ACCOUNTING AN	D APPROPRIATION DATA	I		10. REQ	UISITIO	NING OFFICE				
A SMALL D. D. OTHER THAN SMALL C. DISADVANTAGED D. G. WOMEN-OWNED G. HUBZone C. WOMEN-OWNED G. WOWNED G. WOMEN-OWNED G. WOWNED G. WOWNED G. WOMEN-OWNED G. WOWNED G. WOWNED G. WOWNED G. WOWNED G. WOWNED G. WOWNED G. W					HPOD				1		
T. SERVICE_DISABLED G. WOMEN-OWNED SMALL BUSINESS (WOSB) In. EDWOSB				NTAGED d W	OMENLOWNI	-D	e HIBZone		12. F.O.B. PO	DINT	
13.PLACE OF 13.PLACE OF 14. GOVERNMENT BAL NO. 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 02/28/2014 16. DISCOUNT TERMS 16. DISCOUNT TERMS 00/28/2014 16. DISCOUNT TERMS 16. DISCOUNT TERMS 00/28/2014 17(h) PRICE				SS (MOSB)			c. Hobzone		Destina	ition	
a. INSPECTION Destination Destination D					EDWOSB						
Destination		13. PLACE OF		14. GOVERNMENT B/L	NO.		15. DELIVER TO F.O.B.	POINT	16. DISCO	UNT TERMS	_
Destination Destination TIEM NO. (a) SUPPLIES OR SERVICES (b) (4) GODERED (b) (7) (7) (7) (8) (7) (8) (8) (8) (8) (8) (8) (8) (8) (8) (8	a. INSPECTION	b. ACCEPTANCE					ON OR BEFORE (Date 0.2./2.8./2.01.4	te)			
TIEM NO. (a) SUPPLIES OR SERVICES (b) ORDERED UNIT PRICE (e) ORDERED UNIT PRICE (e) ORDERED ORDERED UNIT PRICE (e) ORDERED O											
TEM NO. (a) SUPPLIES OR SERVICES (b) DUNS Number: [(b)(4)] IGF::CT::IGF To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 21. MAIL INVOICE TO: a. NAME RTP Finance Center STREET ADDRESS (or P.O. Box) RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive C. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) ACCEPTED (d) (d) (e) RTD-Finance Center No. STREET ADDRESS (c) RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive 23. NAME (Typed) Naomi Jones		'		17. SCHEDULE (Se	ee reverse fo	r Rejec	tions)				
(a) DUNS Number: (b) (c) (d) (e) (f) (g) DUNS Number: (b) (4) IGF::CT::IGF To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 17(I) TOTAL (Cont. pages) a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 0. STATE 8. ZIP CODE NO. 17(I) TOTAL (Cont. pages) AMERICA BY (Signature) \$30,290.68 23. NAME (Typed) Naomi Jones									0.000		
DUNS Number: (b)(4) IGF::CT::IGF To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 21. MAIL INVOICE TO: a. NAME RTP Finance Center a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) VREYERSE (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) 23. NAME (Typed) Naomi Jones	(st.)-140-140-14030 - 145(140)				200.00		25 (6)	77 1000090	(401)(0) 101))
IGF::CT::IGF To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 21. MAIL INVOICE TO: a. NAME RTP Finance Center a. NAME RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive C. CHY Durham 22. UNITED STATES OF AMERICA BY (Signature) AMERICA BY (Signature) 17(p) C. CHY Durham 23. NAME (Typed) Naomi Jones			1		3,11,			,	.,		
Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 17(h) TOTAL (Cont. pages) a. NAME RTP Finance Center S30, 290.68 RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) AMERICA BY (Signature) 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 17(h) ROTAL (Cont. pages) \$30, 290.68 \$30, 290.68 17(l) GRAND TOTAL 23. NAME (Typed) Naomi Jones	IGH	F::CT::IGF To prov	ide logist	ical and							
TOPO: AFISHER Max Expire Date: 02/28/2014 Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 23. NAME (Typed) Naomi Jones			rt in acco	rdance with							
Continued 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 17(h) TOTAL (Cont. pages)			niro Dato:	02/20/2014							
18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 17(h) TOTAL (Cont. pages) 21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) 18. SHIPPING WEIGHT 20. INVOICE NO. 17(h) TOTAL (Cont. pages) \$30,290.68 \$30,290.68 \$30,290.68		O. MITOHER MAX EX	pire bace.	02/20/2014							
SEE BILLING INSTRUCTIONS ON REVERSE ON P.O. Box) SEE BILLING INSTRUCTIONS ON REVERSE OF P.O. Box) SEE BILLING INSTRUCTIONS ON REVERSE OF P.O. Box) STREET ADDRESS OF P.O. Box OF P.O.	Cor	ntinued									
SEE BILLING INSTRUCTIONS ON REVERSE ON P.O. Box) SEE BILLING INSTRUCTIONS ON REVERSE OF P.O. Box) SEE BILLING INSTRUCTIONS ON REVERSE OF P.O. Box) STREET ADDRESS OF P.O. Box OF P.O.								<u> </u>			
SEE BILLING INSTRUCTIONS ON REVERSE ON REVERSE LOS TREET ADDRESS ON REVERSE ON REVERSE ON REVERSE LOS TREET ADDRESS ON REVERSE ON RETP-Finance Center Mail Drop D143-02 109 TW Alexander Drive ON COITY Durham ON REVERSE	18.	SHIPPING POINT		19. GROSS SHIPPING	WEIGHT		20. INVOICE NO.				
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) 21. MAIL INVOICE TO: S30, 290.68 \$30, 290.68 \$30, 290.68 \$30, 290.68										· · ·	
RTP Finance Center SEE BILLING INSTRUCTIONS ON REVERSE D. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive C. CITY Durham NC 27711 Signature Signa			2	21. MAIL INVOICE TO:			•			page.	s) ∡
RTP Finance Center SEE BILLING INSTRUCTIONS ON REVERSE D. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive C. CITY Durham NC 27711 Signature Signa	a. N	IAMF						\$30.2	90.68		
INSTRUCTIONS ON REVERSE (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) US Environmental Protection Agency RTP-Finance Center RTP-Finan	3,76,72		P Finance C	Center				1,00,1			•
RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive C.CITY Durham NC 27711 22. UNITED STATES OF AMERICA BY (Signature) RTP-Finance Center Mail Drop D143-02 S30,290.68 TOTAL 17(i) GRAND TOTAL 23. NAME (Typed) Naomi Jones	INSTRUCTIONS b. S		Environmen	ntal Protection	on Ager	су					
Mail Drop D143-02 109 TW Alexander Drive c.CITY Durham 22. UNITED STATES OF AMERICA BY (Signature) Mail Drop D143-02 109 TW Alexander Drive c.CITY NC 27711 23. NAME (Typed) Naomi Jones	ON REVERSE (or	P.O. Box)	P-Finance C	Center							
c. CITY Durham Durham NC 27711 22. UNITED STATES OF AMERICA BY (Signature) Durham Durham NC 27711 AMERICA BY (Signature) AMERICA BY (Signature)		Mai	l Drop D14	13-02							
Durham NC 27711 22. UNITED STATES OF AMERICA BY (Signature) Naomi Jones			TW Alexan	nder Drive				\$30-2	290.68	4	1
22. UNITED STATES OF AMERICA BY (Signature) Naomi Jones	с. (300,000		Alexander - 2 (200)	7,50,2			•
AMERICA BY (Signature) Naomi Jones					N	C	\$1000 VI 10 00 00 00 00 00 00 00 00 00 00 00 00				
, tille it of 1 B.1 (organization)		ř.						C			
	AMERICA BY	(Signature)					arrange to the control of the contro		FICER		

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 01/16/2014
 EP-W-11-051

ORDER NO. 0023

EM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
	Admin Office:			, , , ,	, ,	
	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, N. W.					
	Mail Code: 3803R					
	Washington DC 20460					
	Accounting Info:					
	13-14-B-11T-ZZZMG5-2584-MS1111031411T31037					
	-001 BFY: 13 EFY: 14 Fund: B Budget Org:					
	11T Program (PRC): ZZZMG5 Budget (BOC):					
	2584 Job #: MS111103 DCN - Line ID:					
	1411T31037-001					
	Period of Performance: 12/19/2013 to					
	02/28/2014					
	IGF::CT:: IGF Provide Logistical and					
	Administrative Support in accordance with					
	Task Order No. 23					
01					30,290.68	
					2	
	IGF::CT::IGF Provide Logistical and					
	Administrative Support in accordance with					
	Task Order No. 23					
	lask order No. 25					
	The obligated amount of award: \$30,290.68.					
	The total for this award is shown in box					
	17(i).					
			l			

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 23

Title: Environmental Justice Technical Guidance Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Environmental Justice Technical Guidance Review Panel Meeting including (a) securing meeting facilities and; (b)

providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through February 28, 2013

Meeting Location: Arlington, VA

Public Meeting Dates/Time January 30, 2013, 9:00 am – 5:00 pm

January 31, 2013, 9:00 am – 4:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Sue Shallal, COR, 202-564-2057 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the **Residence Inn by Marriott Arlington Capitol View Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 20 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones
 - Microphone controllers

- 6 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making

- sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

		OR	DER FOR SUI	PPLIES OR SERV	ICES				PAGE	OF	PAGES
IMPORTANT:	Mark all	packages and papers with	contract and/or or	der numbers.					1		15
1. DATE OF ORE	DER	2. CONTRACT NO. (If any) EP-W-11-051						6. SHIP TO:			
02/07/201	1 4	EP-W-11-051			a. NAME	OF CC	NSIGNEE				
			L BEOLUOITIONE	errenewer we	_						
3. ORDER NO.			4. REQUISITION/R		Alish	a F	isher (202) 5	64-2122			
0024			PR-OA-14-0	J0039							
5. ISSUING OFF HPOD	ICE (Addr	ess correspondence to)			b. STREE		<mark>DRESS</mark> onmental Prot	estion N	TOD CTT		
	റമ്മല	tal Protection A	Agency				nald Reagan E		_		
Ariel Ric			igency				nsylvaniá Ave		,		
		ania Avenue, N.	W.				201	V-0			
Mail Code	_	803R			c. CITY				d. STAT	E e.	ZIP CODE
Washingto	on DC	20460			Washi	.gto	n		DC	20	1460
7. TO:					f. SHIP V	IA			<u>.</u>	,	
a. NAME OF CO)R									
ENDYNA II	NC						8. TY	PE OF ORDER			
b. COMPANY NA	ME				a. PU	RCHA	SE		X b. DELIVE	RY	
c. STREET ADDR					REFERE	NCE Y	OUR:				
1345 LAN	CIA D	RIVE							Except for billin reverse, this de		
					·			-	to instructions of	ontain	ed on this side
					Please fu	rnish th	ne following on the terms		only of this form subject to the to		
					and condi	itions s	pecified on both sides of		of the above-nu	mbere	d contract.
d. CITY MCLEAN			e. STATE				n the attached sheet, if an y as indicated.	y,			
and the second s			VA	221022203							
See Scheo		PROPRIATION DATA			HPOD	JISITIC	NING OFFICE				
		CATION (Check appropriate b	ox(es))		111100				12. F.O.B. P	OINT	
X a. SMALL		b. OTHER THAN SMALL	c. DISADVA	NTAGEDd. WO	MEN-OWNE	D	e. HUBZone		Destina	atic	าก
f. SERVICE			D SMALL BUSINES		EDWOSB				Doocano		741
VETERA	N-OWNE		R THE WOSB PROG								
		13. PLACE OF		14. GOVERNMENT B/L N	NO.		15. DELIVER TO F.O.B. ON OR BEFORE (Dai		16. DISCO	UNT 1	rerms
a. INSPECTION		b. ACCEPTANCE					03/24/2014	,			
Destinat:	ion	Destinati	on			10.761					
				17. SCHEDULE (Se		_	T				
ITEM NO.		SUPPLIES (OR SERVICES		QUANTITY		UNIT PRICE AMOUNT				QUANTITY ACCEPTED
(a)		50 (4) (50 m) (50 m) (50 m) (50 m)	(b)		(c)	(d)	(e))	(g)		
		Number: (b)(4)									
I .		CT::IGF To provi	ide adminis	strative and							
1	Logis	tical rt to SAB IRIS <i>I</i>	Ammonia Por	riew Panel							
I	Meeti:		Annonia Kev	ranei							
I .		SShallal Max Ex	kpire Date:	03/24/2014							
	Conti	nued									
					mad to Life Enteronity to						_I 17(h)
	18. SHIP	PING POINT		19. GROSS SHIPPING	WEIGHT		20. INVOICE NO.				TOTAL
											(Cont. pages)
			2	1. MAIL INVOICE TO:							, I I J I I
	a. NAME							\$24,5	50.75		
SEE BILLING		RTP	Finance C	enter							
INSTRUCTIONS ON REVERSE		ET ADDRESS US	Environmen	tal Protectio	n Agen	су					
ON REVERSE	(or P.O.	Box) RTP	-Finance C	enter							17(i)
		Mai	l Drop D14	3-02							GRAND TOTAL
		109	TW Alexan	der Drive				\$24 5	50.75		4
	c. CITY	_			d. STA		e. ZIP CODE	727,0	00.70		
	Du	ırham			NO		27711	l			
22. UNITED S	TATES O	F					23. NAME (Typed)	5667			
AMERICA	BY (Sigi	nature)					Naomi Jone		EICER		
		F					I TILL CONTRACTING	SOUDERING OF	IOLIC		

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 02/07/2014
 EP-W-11-051

ORDER NO. 0024

Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 14-15-B-11T-2ZZMG5-2584-MS1111061411T41004 -001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41004-001 Period of Performance: 02/07/2014 to 03/24/2014 IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24 0001 To provide administrative and logistical support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24. IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24.	(a) (b) (c) (d) (e) (f) (d) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS1111061411T41004 -001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41004-001 Period of Performance: 02/07/2014 to 03/24/2014 IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24 0001 To provide administrative and logistical support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 14-15-B-11T-2ZMG5-2584-MSIII106-141IT41004 -001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MSII1106 DCN - Line ID: 141IT41004-001 Period of Performance: 02/07/2014 to 03/24/2014 UGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Fanel Meeting in accordance with Task Order 24 0001 To provide administrative and logistical support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24. UGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24.	HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS1111061411T41004 -001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41004-001 Period of Performance: 02/07/2014 to 03/24/2014 IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24 0001 To provide administrative and logistical support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order
in accordance wih Task Order 24 The obligated amount of award: \$24,550.75. The total for this award is shown in box 17(i).	Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance wih Task Order 24 The obligated amount of award: \$24,550.75. The total for this award is shown in box

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 24

<u>Title:</u> Integrated Risk Information System (IRIS) – Ammonia

<u>Purpose</u>: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Ammonia Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics

support. PLEASE NOTE: this task will occur in conjunction with Task Order 25 as the registration table and hotel space will be shared for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-Trimethylbenzenes. Some aspects of both SAB meetings (TO 24 & 25) will occur simultaneously and therefore the contractor shall make the necessary accommodations for lodging, per diem, premeeting and on-site support based on shared hotel meeting space for both

meetings.

Period of Performance: The date of the award through March 24, 2014

Meeting Location: Arlington, VA

Administrative Meeting: February 18, 2014, 7:30 am - 8:30 am

Public Meeting Dates/Time February 18, 2014, 8:30 am – 5:30 pm

February 20, 2014, 8:30 am - 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Sue Shallal, COR, 202-564-2057 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
- Flatfold screen dress kit
- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 Wired table microphones
- 1 Wireless microphone
- Microphone controllers
- 1 Microphone Snake
- 6 Extension Cords/power strips
- 4 Powered Speakers
- 1 Getner Telephone Interface
- 1 Phone Line
- 1 LCD projector
- 1 Printer
- 1 Laser Pointer
- 1 Speaker Timer
- 1 Wireless Presentation Mouse
- 2 Laptops w/show files
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

- 1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

- 3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations of 4:00 PM on February 17, 2014 with the Crown Plaza Hotel.
- 4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 2 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDME	NT OF SOLICITATION/MODIFIC	CATION OF C	ONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES		
2 AMENDME	NT/MODIFICATION NO.	3. EFFECTIVE	DATE	4 5	PEOURITION/PURCHASE REQ. NO.	Is pp	1 3 OJECT NO. (If applicable)	
	NT/MODIFICATION NO.			4. F	REQUISITION/PURCHASE REQ. NO.	5. PK	OJECT NO. (II applicable)	
001 6. ISSUED BY	CODE	02/12/2	014	7	ADMINISTERED BY (If other than Item 6)	CODE	: [
	0052	HPOD			TEMMENT LINES ET (III etties and it teem ey	0002		
Ariel R 1200 Pe Mail Co	ronmental Protection ios Building nnsylvania Avenue, N de: 3803R	2 2						
	ton DC 20460				A AMENDMENT OF COLUMN TATION NO			
ENDYNA I 1345 LAN	ADDRESS OF CONTRACTOR (No., street) INC ICIA DRIVE VA 221022203	et, county, State and			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NEP-W-11-051	O.		
					0 0 2 4 10B. DATED (SEE ITEM 13)			
CODE (b)	\(\lambda\)	FACILITY COI	DE		02/07/2014			
(b))(4)	3000-00-00-00-00-00-00-00-00-00-00-00-00		DAT:	5)			
	numbered solicitation is amended as set f	12 No. 1287 Scale			IDMENTS OF SOLICITATIONS		is not extended.	
to the solicit	tation and this amendment, and is receive TING AND APPROPRIATION DATA (If re edule	ed prior to the ope quired)	ening hour and date speci	ified.	de by telegram or letter, provided each telegram o			
CHECK ONE					ANGES SET FORTH IN ITEM 14 ARE MADE IN T			
X	B. THE ABOVE NUMBERED CONTRA appropriation date, etc.) SET FORT				ADMINISTRATIVE CHANGES (such as changes ITY OF FAR 43.103(b).	in payin	ng office,	
	o. This out remember None Meridia	VI IO ENTENED	iiii o i okooxiiii i o x	0111	Oran Constitution of the C			
	D. OTHER (Specify type of modification	n and authority)						
E. IMPORTAN	T: Contractor X is not,	is required t	to sign this document and	d retu	urn 0 copies to the issuing	g office.		
DUNS Num IGF::CT: the Cont of perfo (determin	mber: (b)(4) ::IGF The purpose of tractor, Endyna Inc.,	this Mo that Ta .8- March	dification is sk Order No. 24, 2014, ha	s t	ng solicitation/contract subject matter where feasib to notify I IRIS- Ammonia Review, w been postponed to a futu	ith	-	
15A. NAME AI		he document refe	erenced in Item 9A or 10A	16 N	heretofore changed, remains unchanged and in fu SA. NAME AND TITLE OF CONTRACTING OFFIC aomi Jones SB. UNITED STATES OF AMERICA		TO SECURITY OF THE SECURITY OF	
2	(Signature of person authorized to sign)			-	(Signature of Contracting Officer)		-	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED					
CONTINUATION SHEET	EP-W-11-051/0024/001	2	3			

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

EM NO.		SUPPLIES/SERVICES QUANTITY UNIT	UNIT PRICE	AMOUNT		
(A)	(B)	(C)	(D)	(E)	(F)	
	Payment:		\vdash			
	RTP Finance Center					
	US Environmental Protection Agency					
	RTP-Finance Center					
	Mail Drop D143-02					
	109 TW Alexander Drive					
	Durham NC 27711					
	Period of Performance: 02/07/2014 to 03/24/2014					
			ıl			

AMENDMENT OF SOLICITATION/MOD	IFICATION OF C	ONTRACT		CONTRACT ID CODE	PAGE	OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4	4. REQ	JISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
002	07/09/2	014 F	PR-0.	A-14-00101		
6. ISSUED BY	DDE HPOD		7. ADN	INISTERED BY (If other than Item 6)	CODE	
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue, Mail Code: 3803R Washington DC 20460	2 2					
B. NAME AND ADDRESS OF CONTRACTOR (No.,	street county State and	1 7IP Code)	, Iga	AMENDMENT OF SOLICITATION NO.		
ENDYNA INC .345 LANCIA DRIVE MCLEAN VA 221022203	sireet, county, state and	<u> </u>	9B. 10A EP	DATED (SEE ITEM 11) MODIFICATION OF CONTRACT/ORDER -W-11-051	NO.	
CODE (b)(4)	FACILITY COI	DE	(2)(3)(3)	2 DRIEFFERD N. PRINCESCHE PROCESCHE PROCESCHE		
(b)(4)				2/07/2014		
The above numbered solicitation is amended as	U NEL SEMBLES COM		90 - 360 L. VIOLEN	ENTS OF SOLICITATIONS ceipt of Offers		ot extended.
separate letter or telegram which includes a reference of the PLACE DESIGNATED FOR THE RECEIPT virtue of this amendment you desire to change at the solicitation and this amendment, and is rectal. ACCOUNTING AND APPROPRIATION DATA (See Schedule	OF OFFERS PRIOF n offer already submit seived prior to the ope (If required)	R TO THE HOUR AND DAT ted, such change may be r ening hour and date specifi Ne t	re spe made b ed. Inc:	CIFIED MAY RESULT IN REJECTION OF y telegram or letter, provided each telegram	YOUR OFFER. or letter makes	If by reference
				ES SET FORTH IN ITEM 14 ARE MADE IN MINISTRATIVE CHANGES (such as change OF FAR 43.103(b).		
C. THIS SUPPLEMENTAL AGREE	MENT IS ENTERED	INTO PURSUANT TO AU	THORI	TY OF:		
D. OTHER (Specify type of modific	ation and authority)					
X Mutual Agreement B	oy Both Par	ties				
E. IMPORTANT: Contractor 🗵 is no		to sign this document and i	return	O copies to the issui	ing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATE (b)(4) CGF::CT::IGF The purpose of the control of the c	of this Mod om \$24,550. In the dates - Ammonia R	ification No. 75 by \$10,754 of the Integ eview Panel M	2, .43 rate	is to to d Risk	sible.)	
LIST OF CHANGES: Reason for Modification:						
Period Of Performance Star	rt Date:07/	09/2014				
Continued Except as provided herein, all terms and conditions	of the document refe	prenced in Item QA or 10A	as hor	stofore changed remains unchanged and in	full force and off	ect.
Except as provided nerein, all terms and conditions 15A. NAME AND TITLE OF SIGNER (Type or print		sonced in item 9A OF TUA,	16A. N	IAME AND TITLE OF CONTRACTING OFF		
			Nao	mi Jones		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16		ELUCTRONIC SIGNATURE	16C. DATE SIGNED 07/10/2014

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/0024/002
 2
 2

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period Of Performance End Date changed from 2014-03-24 00:00:00 to 2014-08-29 00:00:00 Total Amount for this Modification: \$10,754.43 New Total Amount for this Version: \$10,754.43 New Total Amount for this Award: \$35,305.18 Obligated Amount for this Modification: \$10,754.43 New Total Obligated Amount for this Award: \$35,305.18 Maximum Potential Expiration Date changed to: 08/29/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA				
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/09/2014 to 08/29/2014				
0002					10,754.4
	Delivery: 07/14/2014 Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS111106-1411T41030-1 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41030-1 Funding Flag: Complete Funded: \$10,754.43				

		OF	RDER FOR SU	PPLIES OR SERV	ICES					PAGE	OF PAGES	
IMPORTANT:	Mark al	I packages and papers with	contract and/or or	der numbers.						1	2	4
1. DATE OF OR	RDER	2. CONTRACT NO. (If any)						6. SHIP TO				
02/07/20	14	EP-W-11-051 "			a. NAME	OF CC	NSIGNEE					
3. ORDER NO.			4. REQUISITION/	PEEEBENCE NO	-							
25			PR-0A-14-		Alisa	Fi.	sher (202)564	-2122				
12	=10= /4 /					ASS	200					
HPOD	FICE (Add	ress correspondence to)			b. STREE		onmental Prot	ection A	genc	У		
US Envir	onmer	ntal Protection	Agency				nald Reagan E		(RRB)		
Ariel Ri	os Bu	uilding			1300	Pen	nsylvania Ave	enye, NW				
		ania Avenue, N.	W.						<u> </u>		T	
Mail Cod					c. CITY Washi	inat	on		11	d. STATE DC	e. ZIP COD 20460	E
Washingt	on DC	20460								DC	20460	
7. TO:	NITOACT	OB			f. SHIP V	IA						
ENDYNA I		OK					8 TY	PE OF ORDER				
b. COMPANY N	IAME				a. PL	IDCHA	V41000 0. 10		X b	DELIVERY	•	
c. STREET ADD	DRESS				REFERE				21 D.	DELIVER		
1345 LAN		DRIVE									nstructions on	
					-						ery order is su ntained on this	
					Please fu	rnich th	ne following on the terms				nd is issued ns and condition	ons
					and cond	itions s	pecified on both sides of				bered contrac	
d. CITY MCLEAN			e. STATE				n the attached sheet, if an y as indicated.					
And the back and many of the properties of	0.445.45	NECOEDIATION BATA	VA	221022203	10 5501		******					
See Sche		PPROPRIATION DATA			HPOD	JISITIC	NING OFFICE					
	CLASSIF	CATION (Check appropriate i	box(es))		+				12. I	F.O.B. POI	NT	
X a. SMALL		b. OTHER THAN SMALL	c. DISADVA	NTAGED d. WO	MEN-OWNE	D	e. HUBZone		Des	stinat	ion	
f. SERVIC	E-DISABL AN-OWNE		ED SMALL BUSINES R THE WOSB PROG		EDWOSB							
	AIV-OVVIVE	13. PLACE OF	THE WOOD I NO	14. GOVERNMENT B/L N	IO.		15. DELIVER TO F.O.B.	POINT	1 16	S DISCOLL	NT TERMS	
		2000 OF 010 000 000 000 000 000 000 000 000 00		14. GOVERNIVIENT BIEN	10 .		ON OR BEFORE (Date 03/24/2014		"	. DIOCCO	INT TERMIO	
a. INSPECTION Destinat		b. ACCEPTANCI Destinat:					03/24/2014					
_				17. SCHEDULE (See	e reverse foi	r Rejec	l tions)					
					QUANTITY	/	UNIT	1			QUAN	ITITY
ITEM NO.			OR SERVICES		ORDERED (c)	UNIT (d)	PRICE (e)	77 10000	AMOUNT A		ACCEI (g	
(a)	DIINS	Number: (b)(4)	(b)		(0)	+ (4)	(6)	-	(1)		(9	''
	IGF::	OT::IGF:: Logis	tical and									
	Admin	istrative Suppp	ort for									
		rated Risk Info	rmation Sy:	stem (IRIS)								
		thylbenzens TCARPENTER Max	Expire Dat	te: 03/24/2014	4							
		nued										
				.								
	18. SHIF	PPING POINT		19. GROSS SHIPPING V	WEIGHT		20. INVOICE NO.					I7(h) ΓΟΤΑL
											ľ	Cont. pages)
			2	21. MAIL INVOICE TO:							~	/ugoo/
	a. NAME							\$37,	876.4	17		•
SEE BILLING	2024026 300404000	RTE	P Finance C	enter								
INSTRUCTIONS ON REVERSE		EET ADDRESS US	Environmen	tal Protectio	n Agen	су						
ONNEVEROL	(or P.O.	RTE	P-Finance C	enter								17(i) GRAND
			il Drop D14									TOTAL
	o CITY		TW Alexan	der Drive	la o r	ATC	1 . 7ID CODE	\$37 ,	876.4	17		4
	c. CITY	urham			d. STA		e. ZIP CODE					4
	ı				146		27711 23. NAME (Typed)	ı				
22. UNITED	STATES (A BY <i>(Sig</i>	L.					Naomi Jone	S				
AMERIC	טוטו (טוני)	pinaro)					TITLE: CONTRACTING		FFICER			

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 02/07/2014
 EP-W-11-051

ORDER NO. 25

ITEM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
(~)	Admin Office:	1/	1/	χ-7	· · · · · · · · · · · · · · · · · · ·	(9)
	HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/10/2014 to 03/24/2014					
	IGF::OT::IGF Logistical and Administrative Support for EPA's Integrated Risk Information System (IRIS)-Trimethylbenzenes					
0001	To provide administrative and logistical support to the SAB IRIS Trimethylbenzenes Review Panel Meeting.				37,876.47	
	Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41003-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111105 DCN - Line ID: 1411T41003-001 Funding Flag: Complete Funded: \$37,876.47					
	IGF::OT::IGF Logistical and Administrative Support for EPA'S Integrated Risk Information System (IRIS)-Trimethylbenzenes					
	The obligated amount of award: \$37,876.47. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$37,876.47

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 25

<u>Title:</u> Integrated Risk Information System (IRIS) – Trimethylbenzenes

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Trimethylbenzenes Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite

logistics support. PLEASE NOTE: this task will occur in conjunction with Task Order 24 as the registration table and hotel space will be shared for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-Trimethylbenzenes. Some aspects of both SAB meetings (TO 24 & 25) will occur simultaneously and therefore the contractor shall make the necessary accommodations for lodging, per diem, pre-meeting and on-site support based on shared hotel meeting space

for both meetings.

Period of Performance: The date of the award through March 24, 2014

Meeting Location: Arlington, VA

Administrative Meeting: February 18, 2014, 7:30 am - 8:30 am

Public Meeting Dates/Time February 18, 2014, 8:30 am – 5:30 pm

February 20, 2014, 8:30 am - 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Thomas Carpenter, COR, 202-564-4885

Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
- Flatfold screen dress kit
- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 wired table microphones
- 1 wireless microphone
- Microphone controllers
- 1 Microphone Snake
- 6 Extension Cords/power strips
- 4 Powered Speakers
- 1 Getner Telephone Interface
- 1 Phone Line
- 1 LCD projector
- 1 Printer
- 1 Laser Pointer
- 1 Speaker Timer
- 1 Wireless Presentation Mouse
- 2 Laptops w/show files
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

- 1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

- 3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations of 4:00 PM on February 17, 2014 with the Crown Plaza Hotel.
- 4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 2 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MO	DIFICATION OF	CONTRACT		1. CONTRACT ID CODE		OF PAGES					
2. AMENDMENT/MODIFICATION NO.	3. EFFECTI	VE DATE	4. REQU	ISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)					
001	02/12/	2014									
	CODE HPOD	2011	7. ADM	NISTERED BY (If other than Item 6)	CODE						
HPOD US Environmental Protect Ariel Rios Building 1200 Pennsylvania Avenue Mail Code: 3803R Washington DC 20460	3, 12				_						
8. NAME AND ADDRESS OF CONTRACTOR (N	o street county State a	and ZIP Code)	() 9A. AMENDMENT OF SOLICITATION NO.								
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203	o, siece, county, claic c		9B. I	DATED (SEE ITEM 11) MODIFICATION OF CONTRACT/ORDER N -W-11-051	О.						
			25	D. T. D. (055 (T514 (0)							
CODE (I-)(A)	lean min	ODE		DATED (SEE ITEM 13)							
code (b)(4)	FACILITY C	ODE	02	/07/2014							
	11. THIS	ITEM ONLY APPLIES TO A	MENDME	NTS OF SOLICITATIONS							
	A (If required) S TO MODIFICATION	I OF CONTRACTS/ORDERS	S. IT MO	DIFIES THE CONTRACT/ORDER NO. AS DE	100000000000000000000000000000000000000	0.00° Varia 40.00°00					
	NTRACT/ORDER IS FORTH IN ITEM 14,	MODIFIED TO REFLECT T PURSUANT TO THE AUTH	THE ADM HORITY (IINISTRATIVE CHANGES (such as changes DF FAR 43.103(b).							
D. OTHER (Specify type of modi	fication and authority,)									
E. IMPORTANT: Contractor X is	not, is require	d to sign this document and	d return _	O copies to the issuing	g office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION OF	se of this Inc., that ative Suppp	Modification i Task Order No.	is to . 25,	notify for		S)					
Trimethylbenzens, period performance of February 1		4 2014 has h	heen								
postponed to a future dat TOPO: TCARPENTER Max Exp	e to be de	termined (TBD)									
Continued											
Except as provided herein, all terms and condition 15A. NAME AND TITLE OF SIGNER (Type or pr		eterenced in Item 9A or 10A	or 10A, as heretofore changed, remains unchanged and in full force and effect. 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)								
			Naor	ni Jones							
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. U	NITED STATES OF AMERICA		16C. DATE SIGNED					
(Signature of person authorized to sign)			-	(Signature of Contracting Officer)							

CONTINUATION SUFET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF .
CONTINUATION SHEET	EP-W-11-051/25/001	2	3

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

EM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)		(D)	(E)	(F)
	Payment:	-	H		
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 02/10/2014 to 03/24/2014				
		1			

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 25 Amendment 001

<u>Title:</u> Integrated Risk Information System (IRIS) – Trimethylbenzenes

<u>Purpose</u>: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Trimethylbenzenes Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics support. PLEASE NOTE: this task WILL NOT occur in conjunction with Task Order 24 as the registration table and hotel space WILL NOT be shared

for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-

Trimethylbenzenes.

Period of Performance: The date of the award through July 31, 2014

Meeting Location: Arlington, VA

Administrative Meeting: June 17, 2014, 8:00 am - 8:30 am

Public Meeting Dates/Time June 17, 2014, 9:00 am -12:00 pm (IRIS Process)

June 17, 2014, 1:30 pm - 5:30 pm (TMB Review) June 18, 2014, 8:30 am - 5:00 pm (TMB Review)

June 19, 2014, 8:30 am - 5:00 pm (TMB

Review)

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Thomas Carpenter, COR, 202-564-4885

Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
- Flatfold screen dress kit
- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 wired table microphones
- 1 wireless microphone
- Microphone controllers
- 1 Microphone Snake
- 6 Extension Cords/power strips
- 4 Powered Speakers
- 1 Getner Telephone Interface
- 1 Phone Line
- 1 LCD projector
- 1 Printer
- 1 Laser Pointer
- 1 Speaker Timer
- 1 Wireless Presentation Mouse
- 2 Laptops w/show files
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

- 1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

- 3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations on June 16, 2014 with the Crown Plaza Hotel.
- 4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 1 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMEN	T OF SOLICITATIO	N/MODIFIC	ATION OF C	ONTRACT		CONTRACT ID CODE	PAGE	OF PAGES					
2. AMENDMENT	/MODIFICATION NO.		3. EFFECTIVE	DATE	4. REC	UISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)					
002			06/06/20	014									
6. ISSUED BY		CODE	HPOD		7. ADI	MINISTERED BY (If other than Item 6)	CODE						
Ariel Ric 1200 Penn Mail Code	onmental Protos Building nsylvania Ave e: 3803R on DC 20460		3 2										
e service services of the s	DDRESS OF CONTRACT	TOP (No. atmo	f county State and	I 7IP Code)	(v) 9A. AMENDMENT OF SOLICITATION NO.								
ENDYNA IN 1345 LANC	IC	I UK (No., stree	t, county, State and		9B x 10, z 2,	DATED (SEE ITEM 11) A. MODIFICATION OF CONTRACT/ORDER N $P=W-11-051$	O.						
CODE (b)(4	1)		FACILITY COL	DE	4.00	2/07/2014							
(n)(7/					Z/U//ZU14 MENTS OF SOLICITATIONS							
Items 8 and 15 separate letter THE PLACE D virtue of this a	5, and returning or telegram which includ DESIGNATED FOR THE mendment you desire to	co les a reference RECEIPT OF change an offe	pies of the amen to the solicitatio OFFERS PRIOR or already submit	dment; (b) By acknowledg n and amendment numbe TO THE HOUR AND DA	ging red ers. FA TE SPI made l	on or as amended, by one of the following met beipt of this amendment on each copy of the of ILURE OF YOUR ACKNOWLEDGEMENT TO ECIFIED MAY RESULT IN REJECTION OF YOU by telegram or letter, provided each telegram or	fer submitted; o BE RECEIVED OUR OFFER.	or (c) By OAT f by					
	IG AND APPROPRIATIO			seed 1	0-0	rease: -9	\$2,571.2	<u> </u>					
See Sche		,	. ,	Nec	Dec	iedse. –.	72,011.2	9					
	13. THIS ITEM ONLY A	APPLIES TO M	ODIFICATION O	F CONTRACTS/ORDERS	. IT M	ODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED IN IT	EM 14.					
						SES SET FORTH IN ITEM 14 ARE MADE IN T							
				ODIFIED TO REFLECT T JRSUANT TO THE AUTH INTO PURSUANT TO AU		MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b). ITY OF:	in paying office) ,					
	D. OTHER (Specify type of	of modification	and authority)										
	Mutual Agreem		and damony)										
E. IMPORTANT:	Contractor	X is not,	is required t	o sign this document and	return		a office.						
14. DESCRIPTION DUNS Numb	on of AMENDMENT/MODER: $(b)(4)$	ODIFICATION		CF section headings, inclodification i		colicitation/contract subject matter where feasil							
meeting o	of Integrated	Risk I	nformati			award to July 31, 2014 Timethylbenzenes Revie							
	e 17, 2014 to ARPENTER Max			/31/2014									
LIST OF C		rvhite	pace. U/	/ 기1/ 2014									
	or Modificati	on · Fii	ndina On	ly Action									
	ount for this		_	-									
	Amount for												
	Amount for												
Continuec		_11 11W	YJJ	, 500.10									
		conditions of th	ne document refe	erenced in Item 94 or 104	or 10A, as heretofore changed, remains unchanged and in full force and effect.								
	TITLE OF SIGNER (Typ		accument rele	3A 01 10A	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)								
					Naomi Jones								
15B. CONTRAC	15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED						LUCTRONIC	16C. DATE SIGNED					
/Si	ignature of person authorized	to sign)			-		SIGNATURE	06/11/2014					

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/25/002
 2
 3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

Cbligated Amount for this Modification: -\$2,571.29 New Total Obligated Amount for this Award: \$35,305.19 Maximum Potential Expiration Date changed to: D7/31/2014 Changes For Line ITEM NUMBER: 1 Total Amount changed from \$37,876.47 to \$35,305.18 Cbligated Amount for this modification: -\$2,571.29 CHANGES FOR DELIVERY LOCATION: HPOD RRB Amount changed from \$37,876.47 to \$35,305.18 CHANGES FOR ACCOUNTING CODE: 14-15-B-117-222M65-2584-N511105-1411741003-001 Account code changed from 14-15-B-117-222M65-2584-1411741003-001 to 14-15-B-117-222M65-2584-1411741003-001 Amount changed from \$37,876.47 to \$35,305.18 Delivery: 06/19/2014 Delivery: 06/19/2014 Delivery: 06/19/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEFA Monald Reagan Building (RRB) 1300 Fennsylvania Avenue NW Washington do 20004 USA Fayment: RTF Finance Center US Environmental Protection Agency RTF-Finance Center RTF Finance Center RTF Finance Center RTF F	ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
		Obligated Amount for this Modification: -\$2,571.29 New Total Obligated Amount for this Award: \$35,305.18 Maximum Potential Expiration Date changed to: 07/31/2014 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$37,876.47 to \$35,305.18 Obligated Amount for this modification: -\$2,571.29 CHANGES FOR DELIVERY LOCATION: HPOD RRB Amount changed from \$37,876.47 to \$35,305.18 CHANGES FOR ACCOUNTING CODE: 14-15-B-11T-ZZZMG5-2584-MS11105-1411T41003-001 Account code changed from 14-15-B-11T-ZZZMG5-2584-MS11105-1411T41003-001 Amount changed from \$37,876.47 to \$35,305.18 Delivery: 06/19/2014 Delivery: 06/19/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center	(C)			20 10 10 10 10 10 10 10 10 10 10 10 10 10

		0	RDER FOR SU	PPLIES OR SERV	/ICES										
IMPORTANT:	Mark all	packages and papers wit	h contract and/or or	rder numbers.						1		3			
1. DATE OF OR	DER	2. CONTRACT NO. (If any) EP-W-11-051						6. SHIP TO:							
03/06/20	14	EP-W-11-051			a. NAM	E OF CO	ONSIGNEE								
3. ORDER NO.			4. REQUISITION/	DEEEDENCE NO	\dashv										
0026			PR-0A-14-		Alis	a Fi	sher (202) 50	54-2122							
12	900A30.00	s S San	III OII II			50-40-0.001 - PREMOVES									
5. ISSUING OFF	FICE (Addi	ress correspondence to)			b.STREET ADDRESS US Environmental Protection Agency										
	onmen	tal Protection	Agency		USEPA Ronald Reagan Building (RRB)										
Ariel Ri			J 4		1300	Pen	nsylvania Ave	enue, NW							
1200 Pen	insylv	ania Avenue, N	. W.												
Mail Cod	le: 3	803R			c. CITY						e. ZIP CC	DE			
Washingt	on DC	20460			Washington DC 20460						20460				
7. TO:					f. SHIP VIA										
a. NAME OF CO ENDYNA I		OR													
					8. TYPE OF ORDER										
b. COMPANY N	AME				a. P	URCHA	SE		Х b. С	ELIVERY					
c. STREET ADD		DTVE			REFER	ENCE Y	OUR:		Event f	for hilling is	structions	on the			
ID40 HVN	ICIA D	IXI V E			-						ery order is				
											tained on th nd is issued				
							ne following on the terms		subject t	to the term	s and cond	litions			
d, CITY			e. STATE	f. ZIP CODE			specified on both sides of in the attached sheet, if ar		or the at	oove-num	ered contra	аст.			
MCLEAN			VA	221022203			y as indicated.	•							
9. ACCOUNTING	G AND AP	PROPRIATION DATA			10. REQUISITIONING OFFICE										
See Sche	dule				HPOD										
	CATION (Check appropriate		MEN-QWN				12. F	.O.B. POII	NT						
a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED d. f. SERVICE-DISABLED g. WOMEN-OWNED SMALL BUSINESS (WOSB)						ED	e. HUBZone		Des	tinat	ion				
	E-DISABL AN-OWNE		RED SMALL BUSINES ER THE WOSB PROG		EDWOSB										
36,34 57,478	action 2 Cincinstructure	13. PLACE OF		14. GOVERNMENT B/L N	NO.		15. DELIVER TO F.O.B	. POINT	16.	DISCOU	IT TERMS				
a. INSPECTION	,	b. ACCEPTANG	<u></u>				ON OR BEFORE (Da 04/30/2014	te)	0.00000						
Destinat		Destinat					04/30/2014								
			<u> </u>	17. SCHEDULE (Se	ee reverse f	or Rejec	tions)								
					QUANTIT	γ	UNIT				QUA	ANTITY			
ITEM NO.		SUPPLIES	OR SERVICES		ORDERE (c)	D UNIT	PRICE (e)	VI 404.1301	AMOUNT (f)		ACCEPTED				
(a)	DIING	Number: (b)(4)	(b)		(C)	(4)	(6)	,	''			(g)			
		OT::IGF To prov		ic and											
		istrative serv	_												
I		cordance with :													
	TOPO:	AYEOW Max Exp	ire Date: 0	4/30/2014											
	Conti	nued													
	18. SHIP	PING POINT		19. GROSS SHIPPING	WEIGHT	•	20. INVOICE NO.					17(h) TOTAL			
												(Cont.			
				L								pages)			
							. F 1 1	1		4					
a.NAME RTP Finance Center								\$28,0	131.1	1					
SEE BILLING INSTRUCTIONS	b. STRE	ET ADDRESS IIS	Environmen	ıtal Protectic	n Ager	7.7.7									
ON REVERSE	(or P.O.	Box)	P-Finance C		on ngci	тсу						17(i)			
			il Drop D14									GRAND TOTAL			
109 TW Ale												TOTAL			
	c. CITY			d. STATE e. ZIP CODE \$28, 05				151.1	1.11						
Durham					NC 27711										
22. UNITED	STATES C	DF 0	3/06/2014		23. NAME (Typed)										
AMERIC	ABY (Sig	100			£7.0°~~	our	Naomi Jone								
		_			ELUGIR SIGNAT		TITLE: CONTRACTING	G/ORDERING OF	FICER						

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 03/06/2014
 EP-W-11-051

ORDER NO. 0026

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY
(a)	(b)	(c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
	Admin Office:					
	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, N. W.					
	Mail Code: 3803R					
	Washington DC 20460					
	Accounting Info:					
	14-15-B-11T-ZZZMG5-2584-MS111110-1411T41005-					
	001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T					
	Program (PRC): ZZZMG5 Budget (BOC): 2584					
	Job #: MS111110 DCN - Line ID:					
	1411T41005-001					
	Period of Performance: 03/06/2013 to					
	04/30/2014					
	IGF::OT::IGF For the CASAC Nox Meeting for					
	March 12-13, 2014					
001	To provide logistic and administrative				28,051.11	
	service in accordance with Task Order 26					
	for the CASAC Nox Meeting scheduled for					
	March 12-13, 2014.					
	March 12-13, 2014.					
	IGF::OT::IGF For the CASAC Nox Meeting for March 12-13, 2014					
	The obligated amount of award: \$28,051.11.					
	The total for this award is shown in box					
	1 CANTES 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
	17(i).					

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 26

<u>Title:</u> CASAC NOx Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (b) providing pre-

meeting and onsite logistics support.

Period of Performance: The date of the award through April 30, 2014

Meeting Location: Durham, NC

Administrative Meeting: March 12, 2014, 8:00 am – 8:30 am

Meeting Dates/Time: March 12, 2014, 9:00 am – 5:30 pm

March 13, 2014, 8:30 am - 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Aaron Yeow, COR, 202-564-2050 Naomi Jones CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the **HILTON GARDEN INN DURHAM SOUTHPOINT, NC.** The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 11 Microphones

- Microphone controllers
- 6 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness **Quality Assurance**: COR review of all meeting materials

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to be on-site (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until the meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the COR.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.

- 2. Review and pay the final A/V invoice
- 3. Develop the progress report for EPA
- 4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

		OR	DER FOR SU	PPLIES OR SERV	100								
IMPORTANT:	Mark all	packages and papers with	contract and/or or	der numbers.					1	14			
1. DATE OF OF	DER	2. CONTRACT NO. (If any) EP-W-11-051						6. SHIP TO:					
03/11/20	14	FL-M-11-021			a. NAME	OF CO	NSIGNEE						
3. ORDER NO.			4. REQUISITION/F	EFERENCE NO	_								
0027			PR-0A-14-0		Alis	a Fi	sher (202) 56	54-2122					
5. ISSUING OF	FICE (Add	ress correspondence to)			b.STREET ADDRESS US Environmental Protection Agency								
US Envir	onmen	tal Protection A	Agency				nald Regan Bu		RRB)				
Ariel Ri	os Bu	ilding			1300	Pen	nsylvania Ave	enue, NW					
1200 Per	nsylv	ania Avenue, N.	W.		23 22 2 17 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1				a 200 275 a	g 0.20m (0.20m)			
Mail Coc		803R			c. CITY	inat	on	d. STATE					
Washingt	on DC	20460			Washington DC 20460								
7. TO:		per real			f. SHIP VIA								
a. NAME OF CO ENDYNA I		OR											
b. COMPANY N	IAME				a. P	URCHA	SE		X b. DELIVER	 :Y			
c. STREET ADD		RIVE			REFER	ENCE Y	OUR:		Except for billing	instructions on the	e		
					-				reverse, this deli	ivery order is subje ontained on this sid	ect		
					8				only of this form	and is issued			
							ne following on the terms pecified on both sides of			rms and conditions mbered contract.	i.		
d. CITY MCLEAN			e. STATE VA	f. ZIP CODE 221022203			n the attached sheet, if an y as indicated.	у.					
9. ACCOUNTIN		PROPRIATION DATA	l		10. REQ	UISITIC	NING OFFICE						
	CATION (Check appropriate b		III OD				12. F.O.B. PC	TNIC					
						ED	e. HUBZone		 Destina	tion			
f. SERVIC			D SMALL BUSINES		EDWOSB				Descina	CIOII			
VEIER	AN-OWNE	13. PLACE OF		14. GOVERNMENT B/L	NO.		15. DELIVER TO F.O.B.	POINT	16. DISCO	UNT TERMS			
a. INSPECTION	1	b. ACCEPTANCE	:				ON OR BEFORE (Date 04/30/2014	te)					
Destinat		Destinati					01,00,2011						
-		'	•	17. SCHEDULE (Se	e reverse fo	or Rejec	tions)		-				
					QUANTIT		UNIT			QUANTIT			
ITEM NO. (a)			OR SERVICES (b)		ORDERE (c)	(d)	PRICE (e)	AMOU (f)	1907 100	ACCEPTE (g)	∄D		
	IGF:: admin Task TOPO: 04/30	Number: (b)(4) OT::IGF To provided to the service order 27 HSTALLWORTH Max / 2014 nued	de logisti ce in accor	dance with									
	18. SHIF	PING POINT		19. GROSS SHIPPING	L WEIGHT	ļ	20. INVOICE NO.	1		17(h TOT			
										(Cor page			
		1. MAIL INVOICE TO:						,	4				
a. NAME								\$50,3	32.48	· •	•		
SEE BILLING RTP Finance Center									730,332.30				
INSTRUCTIONS	ON REVERSE (or P.O. Box)					гсу							
ONTHETENOL	RTP-Finance Center									17((i) RAND		
		Mail Drop D143-02									TAL		
	- A/=		TW Alexan	der Drive	d. STATE e. ZIP CODE \$50,332.48				32.48		4		
	5-11-04 15-15-0 AC -04	c. CITY					e. ZIP CODE	V 100 101 V 20	vinguity (A - 528 to		4		
Durham					NC 27711								
22. UNITED		L 03,	/11/2014				23. NAME (Typed)						
AMERIC	ABY (Sig	nature)			ELUGTRI SIGNAT		Naomi Jone		ICER				

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 03/11/2014
 EP-W-11-051

ORDER NO. 0027

ITEM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
V-7	Admin Office:	34.07	,	V-7	()	
0001	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/11/2014 to 04/30/2014 IGF::OT::IGF to provide logistic and administrative support in accordance with Task Order 27 To provide logistic and administrative				50,332.48	
7001	service in accordance with Task Order 27 for the CASAC Ozone Meeting scheduled for March 25-27, 2014.				30,332.40	
	Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41006-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111112 DCN - Line ID: 1411T41006-001 Funding Flag: Complete Funded: \$50,332.48					
	IGF::OT::IGF to provide logistic and administrative support in accordance with Task Order No.27					
	The obligated amount of award: \$50,332.48. The total for this award is shown in box 17(i).					

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 27

Title: CASAC Ozone Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of CASAC Ozone Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and

onsite logistics and administrative support.

Period of Performance: The date of the award through April 30, 2014

Meeting Location: Chapel Hill, NC

Meeting Dates/Time March 25, 2014, 9:00 am – 5:00 pm

March 26, 2014, 9:00 am – 5:00 pm March 27, 2014, 9:00 am – 12:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Holly Stallworth, COR, 202-564-2073

Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the **Carolina Inn in Chapel Hill, NC.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 25 advisory members and approximately 100 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 microphones
 - 6 Extension Cords/power strips
 - Microphone controllers

- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall also provide high definition webcasting equipment and support to consist of two HD video cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at http://www.epa.gov/sab in advance of the meeting. The contractor should provide the equipment and staff to provide a non-interactive webcast that will be broadcast on the internet that will include the following:
 - 2 Video Cameras and Tripods
 - 5Mbps or better upload bandwidth
 - 1 Getner Telephone Interface
 - 1 Powered Speakers
 - 1 RGB DA
 - 1 Video Switcher
 - 1 Desktop Computer with video streaming
 - 1 Streaming Service
 - 1 Audio Technician
 - 2 Camera Technician Teleconference
 - 1 TD / Project Manager
 - 3 Set up Technician
 - 2 Stationary HD cameras
- 4. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The

- contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of the meeting agenda, committee roster; charge questions comments from the Panel members and the public, and any other background materials. A display copy of one complete set of meeting materials shall be provided by the contractor and placed on the registration table for the public. In addition, the contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the two day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall make the necessary arrangements for lodging the night before the meeting (March 24, 2014) as well as March 25-27, 2014 at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 3 day meeting.
- 4. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.

- 6. The onsite personnel shall provide additional printed copies of meeting materials per the request of the COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff conducts themselves in a professional manner at all

times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop the progress report for EPA.
- 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

		(ORDER FOR SU	PPLIES OR SERV									
IMPORTANT:	Mark all	packages and papers wi	th contract and/or or	der numbers.					1		16		
1. DATE OF OR	DER	2. CONTRACT NO. (If any) EP-W-11-051						6. SHIP TO:	-				
07/24/20	14	EP-W-11-051			a. NAME	OF CC	NSIGNEE						
3. ORDER NO.			4. REQUISITION/F	REFERENCE NO	\dashv								
0028			PR-0A-14-		Alisa	a Fi	sher (202) 50	54-2122					
5. ISSUING OFF	FICE (Add	ress correspondence to)	*		b. STREET ADDRESS US Environmental Protection Agency								
US Envir	onmen	tal Protection	Agency		USEPA		(RRB)						
Ariel Ri	os Bu	ilding			1300	Pen	nsylvania Ave	enue, NW					
	-	ania Avenue, N	. W.						d. STA				
Mail Cod		803R			c.CITY Washington						e. ZIP CODE		
Washingt	on DC	20460			2010						.0460		
7. TO:					f. SHIP VIA								
a. NAME OF CO ENDYNA I		OR			8. TYPE OF ORDER								
b. COMPANY N	IAME				a. Pl	JRCHA	SE		X b. DELIV	ERY			
c. STREET ADD 1345 LAN		RIVE			REFERE	ENCE Y	OUR:		Except for bill	ing ins	tructions on the		
					-						order is subject on this side		
					Disease for	umainh H	as following on the terms		only of this fo		is issued and conditions		
					and cond	ditions s	ne following on the terms pecified on both sides of	\$	of the above-				
d. CITY MCLEAN			e. STATE VA	f. ZIP CODE 221022203			n the attached sheet, if ar y as indicated.	ny.					
9. ACCOUNTING		PROPRIATION DATA	<u>'</u>	•	10. REQI	UISITIC	NING OFFICE						
	CATION (Check appropriate		111102				12. F.Q.B.	POINT	Ţ				
$\boxed{\hspace{0.1cm}}$ a. SMALL $\boxed{\hspace{0.1cm}}$ b. OTHER THAN SMALL $\boxed{\hspace{0.1cm}}$ c. DISADVANTAGED $\boxed{\hspace{0.1cm}}$ d.						ED	e. HUBZone		Destin	nati	on		
f. SERVIC		ED X g. WOMEN-OW	NED SMALL BUSINES ER THE WOSB PROG	S (WOSB) h. E	EDWOSB					1401	.011		
VEIER	AN-OWNE	13. PLACE OF	EK THE WOSB FROG	14. GOVERNMENT B/L N	10.		15. DELIVER TO F.O.B	. POINT	16. DISC	COUNT	TERMS		
a. INSPECTION	1	b. ACCEPTAN	CE				ON OR BEFORE (Da 08/29/2014	te)					
Destinat		Destina					00/23/2014						
		<u> </u>		17. SCHEDULE (See	e reverse fo	r Rejec	tions)		-				
					QUANTIT		UNIT				QUANTITY		
ITEM NO. (a)		SUPPLIE	S OR SERVICES (b)		ORDEREI (c)	(d)	PRICE (e)	AMO!			ACCEPTED (g)		
	IGF:: logis Meeti TOPO:	Number: (b)(4) OT::IGF To pro tical support ng to be held AFISHER02 Max nued	for the SAB on July 30-3	ROE Public 31, 2014.									
	18. SHIF	PPING POINT		19. GROSS SHIPPING V	WEIGHT	<u> </u>	20. INVOICE NO.				17(h) TOTAL		
											(Cont. pages)		
			2	1. MAIL INVOICE TO:							_ ⊿		
						\$35,8	87.43						
SEE BILLING			TP Finance C	enter ————————————————————————————————————									
INSTRUCTIONS ON REVERSE	b. STRE (or P.O.	Roy)		tal Protectio	n Agen	гсу							
	(00.	R'I	TP-Finance C								17(i) GRANI		
Mail Drop D143-02											TOTAL		
	c. CITY	109 TW Alexander Drive					e. ZIP CODE	 \$35 , 8	87.43		4		
	Durham					NC 27711							
22 HAUTER	į.	·=			23. NAME (Typed)								
22. UNITED	STATES C ABY (Sig	. 0	7/28/2014		23. NAME (Typed) Naomi Jones								
AMENIC	, Di (019	, initial ()			ELUGIRO SIGNAT		TITLE: CONTRACTING		FICER				

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 07/24/2014
 EP-W-11-051

ORDER NO. 0028

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY
(a)	(b)	(c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
	Admin Office:		m			
0001	HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/24/2014 to 08/29/2014 IGF::OT::IGF Provide Administrative & Logistical Support for the SAB ROE Public Meeting to be held, July 30-31,2014. To provide administrative and logistics				35,887.43	
	support for the SAB ROE Public Meeting to be held on July 30-31, 2014. Accounting Info:					
	14-15-B-11T-ZZZMG5-2584-1411T41034-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111114 DCN - Line ID: 1411T41034-001 Funding Flag: Complete Funded: \$35,887.43					
	IGF::OT::IGF Provide Administratve & Logistical Support for the SAB ROE Public Meeting to be held,July 30-31, 2014.					
	The obligated amount of award: \$35,887.43. The total for this award is shown in box 17(i).					

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 28

<u>Title:</u> Meeting of EPA SAB's Panel on the Report of the Environment 2014

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the EPA's SAB Panel Report on the Environment 2014 including (a) securing meeting facilities and; (b) providing

pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 29, 2014.

Meeting Location: Washington, DC

Administrative Meeting: July 30, 2014, 8:00 - 8:30 am

Public Meeting Time: July 30, 2014, 9:00 am – 6:00 pm

July 31, 2014, 8:30 am – 5:00 pm

EPA Contacts: Alisa Fisher, COR, 202-564-2122

Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the **J.W. Marriott in Washington**, **DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 20 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones
 - Microphone controllers

- 6 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations including EPA's web-based Report are projected on the screen. The AV

- personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The contractor shall provide 20 folders containing the meeting materials for the meeting as directed by the COR.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

		OR	RDER FOR SU	PPLIES OR SERV	ICES					PAGE	OF PAGES	;	
IMPORTANT:	Mark all	packages and papers with	contract and/or or	der numbers.						1		2	
1. DATE OF OR	DER	2. CONTRACT NO. (If any)						6. SHIP TO:		•			
07/18/20	14	EP-W-11-051			a. NAME	OF CC	ONSIGNEE						
3. ORDER NO.			4. REQUISITION/	PEEEBENCE NO	-								
0029			PR-0A-14-		Alisa	ı Fi	sher, (202) 5	64-2122					
3			1111 011 11	00112	b. STREET ADDRESS								
5. ISSUING OFF	FICE (Add	ress correspondence to)			US ENVIRONMENTAL PROTECTION AGENCY								
US Envir	onmen	tal Protection 2	Agency		USEPA	RO	NALD REAGAN E	BUILDNG					
Ariel Ri	os Bu	ilding			1300	PEN:	NSYLVANIA AVE	NUE, NW					
1200 Pen	nsylv	ania Avenue, N.	W.										
Mail Cod					c. CITY WASHINGTON DC 20460							DE	
Washingt	on DC	20460			20400								
7. TO:					f. SHIP V	ΊΑ							
a. NAME OF CO		OR											
b. COMPANY N					 			PE OF ORDER	7.7				
c. STREET ADD					a. PU				X b	. DELIVERY			
1345 LAN		RIVE			REFERE	INCE Y	OUR:		Excep	ot for billing i	nstructions	on the	
					-					se, this delive tructions cor			
					9				only o	of this form a	nd is issued	1	
							ne following on the terms specified on both sides of			ct to the tern above-num			
d. CITY			e. STATE	f. ZIP CODE	this order	and or	n the attached sheet, if an	y.					
MCLEAN			VA	221022203	including	deliver	y as indicated.						
		PROPRIATION DATA	•	•		JISITIO	NING OFFICE	į					
See Sche		CATION (Check appropriate b		HPOD				T 12	. F.O.B. POI	NT			
X a. SMALL	b. OTHER THAN SMALL	ANTAGED d. WOI	MEN-OWNE	D	e. HUBZone		200						
f. SERVIC	E-DISABL	g. WOMEN-OWNE	ED SMALL BUSINES	SS (WOSB)	DWOSB				D∈	estinat	cion		
VETER	AN-OWNE	ED ELIGIBLE UNDEF	R THE WOSB PROG	GRAM	DVVQ3B								
		13. PLACE OF		14. GOVERNMENT B/L N	IO.		15. DELIVER TO F.O.B.		1	16. DISCOU	NT TERMS		
a. INSPECTION		b. ACCEPTANCE					ON OR BEFORE (Dat 08/29/2014	θ)					
Destinat	ion	Destinati	ion		*//	11 11 100			\bot				
· 1				17. SCHEDULE (See			<u> </u>	1		1		-	
ITEM NO.		SUPPLIES (OR SERVICES		QUANTITY		UNIT PRICE	AMO	TNUC			ANTITY EPTED	
(a)		Milyapor de dicinación	(b)	_	(c)	(d)	(e)	77 - 2007-70	(f)			(g)	
		Number: $(b)(4)$		<u></u>									
	IGF::	OT::IGF To prov	ide admini:	strative and									
		rt for the SAB a	and BOSC P	ublic Meeting									
	to be	held on		_									
	_	24-25, 2014. Th	nis meetin	g has been									
	Conti	nued											
	18. SHIF	PPING POINT		19. GROSS SHIPPING V	 VEIGHT	ļ	20. INVOICE NO.	1				_[17(h)	
	,0,0,											TOTAL (Cont.	
												pages)	
			2	21. MAIL INVOICE TO:									
	חשם	enter				\$62,2	173.	20					
SEE BILLING INSTRUCTIONS													
ON REVERSE	or P.O.	Box)		tal Protectio	n Agen	су						17(i)	
	00		'-Finance C									GRAND	
Mail Drop D143-02 109 TW Alexander Drive												TOTAL	
	c. CITY						d. STATE e. ZIP CODE \$62,173.20						
	Dı	urham			NC 27711								
22. UNITED	STATES (DF ^7	/18/2014		23. NAME (Typed)								
	ABY (Sig	. 07	/ 10/2014		Naomi Jones								
					ELUGIRO SIGNATI		TITLE: CONTRACTING	6/ORDERING OF	FICER	?			

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. EP-W-11-051 07/18/2014

ORDER NO. 0029

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
		ORDERED (c)		PRICE		ACCEPTED
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				\$62,173.20	

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 29

Title: Chartered Science Advisory Board (SAB) and Board of Scientific Counselors

(BOSC) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 29, 2014

Meeting Location: Washington, DC

Administrative Meeting: July 24, 2014, 8:00 am – 9:45 am

Public Meeting Dates/Time July 24, 2014, 10:00 am – 6:00 pm

July 25, 2014, 8:30 am – 2:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Angela Nugent, COR, 202-564-2218 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. The EPA is holding space at **The Washington Marriott Georgetown in Washington**, **DC.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room with a head table for four people (the SAB and BOSC Chairs and DFOs) a speaker's table and 9 round tables to provide seats for SAB and BOSC participants and DFOs. There also shall be seats for EPA personnel and members of the public (approximately 60).
 - b. The conference room shall be split up into two breakout groups for the afternoon of July 24th.
 - c. Three additional conference rooms to accommodate breakout groups on the afternoon of July 24th. These rooms shall be set up in boardroom style.
 - d. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flat fold screen

- Flat fold screen dress kit
- Powered speakers
- Laser pointer
- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher Screen Pro
- EQ/Processor
- 20 microphones (and or enough to distribute 2 mics per round table for breakout groups)
- 1 wireless microphone
- Microphone controllers
- 10 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops to include show files
- 32 channel studio mixer & speakers or use in-house speaker system
- (5) 4 channel mixer
- 5 Inn keeper hybrid interfaces
- 5 PZM table microphones
- 3. The contractor shall procure wireless internet access for 50 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.
- 5. The contractor shall ensure that the meeting space is available for set up no later than 4:00 p.m. on July 23, 2014.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange a meeting with the COR and hotel representatives on the afternoon of July 23, 2014, so that the conference room will be completely set

- up according to the COR's specifications. The contractor shall include AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and be responsible for making sure that all presentations are projected on the screen. The AV personnel are required to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. One person shall be in attendance in the meeting room to assist the COR with logistics during the meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting. The contractor shall provide this file at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. One member of the onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice
- 3. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFIC	CATION OF C	ONTRACT		CONTRACT ID CODE	PAGE	OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. REQ	JISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
001	07/31/2	014	PR-O	A-14-00130		yy
6. ISSUED BY CODE	24 2		7. ADN	IINISTERED BY (If other than Item 6)	CODE	
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue, N Mail Code: 3803R Washington DC 20460	3 1				_	
8. NAME AND ADDRESS OF CONTRACTOR (No., stre	et county State and	t ZIP Code)	, J9A.	AMENDMENT OF SOLICITATION NO.		
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203	er, county, state and		9B.	DATED (SEE ITEM 11) . MODIFICATION OF CONTRACT/ORDER N	0	
		3	× EF	−W−11−051 29 . DATED (SEE ITEM 13)		
CODE (b)(4)	FACILITY COI	DE	0.	7/18/2014		
	11. THIS ITI	 EM ONLY APPLIES TO AM	MENDM	ENTS OF SOLICITATIONS		
to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If respectively) See Schedule 13. THIS ITEM ONLY APPLIES TO I	equired)	Net	Inc	rease: \$1	. , 576 . 8	
	ACT/ORDER IS M TH IN ITEM 14, PI	ODIFIED TO REFLECT T URSUANT TO THE AUTH	HE ADI	ES SET FORTH IN ITEM 14 ARE MADE IN TI MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b). TY OF:		
D. OTHER (Specify type of modification	n and authority)					
X Mutual Agreement by	Both par	ties				
E. IMPORTANT: Contractor is not. 14. DESCRIPTION OF AMENDMENT/MODIFICATION	is required	to sign this document and		Copies to the issuing	• - 10.00 0 1 Min 300-1004	
DUNS Number: (b)(4) IGF::OT::IGF, The purpose of increase Task Order 29 by \$1 add three (3) additional AV	f this Am 1,576.81	endment No. 1 to cover the	ost	s to	,	
AV equipment and meeting spa SAB/BOSC meeting held 07/24- TOPO: AFISHE02 Max Expire Da LIST OF CHANGES:	-25,2014.		he			
LIST OF CHANGES: Reason for Modification : Fu	ındina On	ly Action				
Total Amount for this Modif:	=	_				
New Total Amount for this Ve						
Continued		5				
Except as provided herein, all terms and conditions of	the document refe	erenced in Item 9A or 10A,	, as her	etofore changed, remains unchanged and in fu	II force and et	fect.
15A. NAME AND TITLE OF SIGNER (Type or print)			10000000	NAME AND TITLE OF CONTRACTING OFFICE Mi Jones	CER (Type or	print)
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16		LUCTRONIC	16C. DATE SIGNED
(Signature of person authorized to sign)			-		SIGNATURL	09/25/2014

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-11-051/0029/001
 2
 2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	erver steers	SECULO SERVICIO DE PROPERTORIO	AMOUNT
ITEM NO. (A)	New Total Amount for this Award: \$63,750.01 Obligated Amount for this Modification: \$1,576.81 New Total Obligated Amount for this Award: \$63,750.01 The reason for the increase was to add three (3) additonal AV Techs to dismantle equipment and reset up meeting space and reset up audio visual equipment for SAB/BOSC Meeting which was held, 07/24-25, 2014 Delivery 107/24/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEFA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/18/2014 to 08/29/2014 This is an increase to task order 29 to cover the cost of 3 additional AV technicians to set up and dismantle the meeting space for the SAB/BOSC meeting to be held on July 24-25, 2014 due to the lack of adequate time to setup/breakdown the night before. Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41035-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111102 DCN - Line ID: 1411T41035-001 Funding Flag: Complete Funded: \$1,576.81	7276287	(D)	UNIT PRICE (E)	AMOUNT (F)

			1. CONTRACT ID CODE	PAGI	OF PAGES
MENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT			1	3
AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	QUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
. THE PRINCIPAL WALLEST TO	10/28/2014	1	DA-15-00010		
S. ISSUED BY CODE	HPOD	7. AC	MINISTERED BY (If other than Item 6)	CODE	<u> </u>
HPOD US Environmental Protection	Agency				
Ariel Rios Building	.1901.01				
200 Pennsylvania Avenue, N.	₩.				
Mail Code: 3803R					
Washington DC 20460			THE RESERVE TO LIVE TO A TOTAL TOTAL TO A TO		
B. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and ZIP Code)	(x) 9	A. AMENDMENT OF SOLICITATION NO.		
NDYNA INC		1			
345 LANCIA DRIVE		9	B. DATED (SEE ITEM 11)		
CLEAN VA 221022203					
			DA. MODIFICATION OF CONTRACT/ORD	ER NO.	
	ri e	X E	P-W-11-051		
		1 12			
		1	OB. DATED (SEE ITEM 13)		
(b)(4)	FACILITY CODE		10/28/2014		
(~/('/	11. THIS ITEM ONLY APP	LIES TO AMENI	MENTS OF SOLICITATIONS		
☐ The above numbered solicitation is amended as set f	orth in liem 14. The hour and o	date specified for	receipt of Offers Dis		not extended.
an	ocer to the hour and date speci	ified in the solicit	ation or as amended, by one of the followin	g methods: (a) By	completing
Home R and 15, and returning (C)	noies of the amendment: (b) By	acknowledging r	ecaipt of this amendment on each copy of	Già ques appointes	s, ar (e) e)
	a to the policiplion and amend	ment numbers. F	AILURE OF YOUR ACKNOWLEDGEMEN	IT TO BE RECEIV	′ED A⊺
THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an off	VECEBS BRIVE TO THE HUI	DR AND DATE 5	PECIFICU MAT RESOLUTE INTRESECTION	O. 100	20 125 77
virtue of this amendment you desire to change an off to the solicitation and this amendment, and is receive	er aiready submitted, such chai ad prior to the opening hour and	nge may be mad I date specified.	e et reindetill et terreit biosinen eant telef	14.141 11.41	
12. ACCOUNTING AND APPROPRIATION DATA (If re					
See Schedule					
13. THIS ITEM ONLY APPLIES TO I	MODIFICATION OF CONTRACT	TS/ORDERS. IT	MODIFIES THE CONTRACT/ORDER NO.	AS DESCRIBED I	NITEM 14.
CHECK ONE A. THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A.	PURSUANT TO: (Specify auth	onity) THE CHA	NGES SET FORTH IN ITEM 14 ARE MAD	E IN THE CONTR	ACT
5					
8. THE ABOVE NUMBERED CONTRA	CT/ORDER IS MODIFIED TO	REFLECT THE	ADMINISTRATIVE CHANGES (such as ch TY OF FAR 43.103(b).	anges in paying o	moe,
C. THIS SUPPLEMENTAL AGREEME	NT IS ENTERED INTO PURSI	JANT TO AUTHO	ORITY OF:		
D. OTHER (Specify type of modification	n and authority)		-		
X Mutual Agreement by	Both Parties				
E. IMPORTANT: Contractor X is not.	is required to sign this do	ocument and retu	m 0 copies to the	issuing office.	
14 DESCRIPTION OF AMENDMENT/MODIFICATION	N (Organized by UCF section h	eadings, includir	g solicitation/contract subject matter where	e feasible.)	
DUNS Number: (b)(4)					
IGF::OT::IGF, To provide adm	 in support in ac	ccordance	with		
Task Order 30 for SAB Staff					
	Ollino II off				
Public Meeting Process.	to. 07/20/2015				
TOPO: AFISHER Max Expire Da	ce: 0//30/2013				
Delivery: 10/29/2014					
Delivery Location Code: HPO	D				
HPOD					
US Environmental Protection	Agency				
William Jefferson Clinton B					
1200 Pennsylvania Avenue, N					
Continued					
Except as provided herein, all terms and conditions of	(the document referenced in the	em 9A or 10A. as	heretofore changed, remains unchanged a	and in full force an	d effect
15A NAME AND TITLE OF SIGNER (Type or print)	are depositions researched in the	10	BA NAME AND TITLE OF CONTRACTING	G OFFICER (Type	or print)
THE MAME AND TITLE OF SIGNER (1) FOR OF BRIDE					
	93		hristine Edwards		Lace DATE CICKED
158 CONTRACTOR/OFFEROR	15C. DATE	SIGNED 1	-	ELECTRO	NIC DATE SIGNED
			Chathan Chank	SIGNATI	
(Signature of person authorized to sign)	 _		Chamber of the section of the sectio		
NSN 7540-01-152-8070				STANDARD	FORM 30 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83 Prescribed by GSA FAR (48 CFR) 53.243
 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE 0F

 EP-W-11-051/30
 2
 3

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Mail Code: 3803R	<u> </u>			
	Washington DC 20460 USA		1 1		
		İ	1		
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center		1 1		
	Mail Drop D143-02	,			
	109 TW Alexander Drive	4			
	Durham NC 27711				
	FOB: Destination				2
	Period of Performance: 10/29/2014 to 05/15/2015				
001	In accordance with task order 30, to provide				160,453
	admin support for SAB Staff Office IT Support -		1		
	SAB Public Meeting Process.		1		
	Accounting Info:			ļ	
	14-15-B-11T-ZZZMG5-2505-1511T41042-001 BFY: 14				
	EFY: 15 Fund: B Budget Org: 11T Program (PRC):				
	ZZZMG5 Budget (BOC): 2505 DCN - Line ID:				
	1511T41042-001				
	Funding Flag: Complete				
	Funded: \$160,453.51				*
	The obligated amount of award: \$160,453.51. The				
	total for this award is \$160,453.51.			1	
				4	
			1		
			i		
		::			
			1		
			F		
		1			
		1			
		1			
540-01-152					IONAL FORM 33A (4.88)

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 30

Title:

SAB Staff Office IT Support for our Public Meeting Process

Purpose:

Under this Task Order, the Contractor shall provide an evaluation of our current Lotus Notes Database management information and web support system in light of the SAB Staff Office current needs in order to develop a detailed cost estimate and action plan for modernizing tools supporting the SAB Staff Office public meeting process and related processes. This scoping exercise will put in place a framework to improve our electronic tools needed to support our public meetings, public involvement in our processes, and to increase the transparency of our work to the public.

Period of Performance:

October 14, 2014 through April 30, 2015

EPA Contacts:

Alisa Fisher, PO, 202-564-2122 Aaron Yeow, COR, 202-564-2050 Naomi Jones, CO, 202-564-4512

Task 1: Provide Database Map/Framework

1. The contractor shall develop a complete "database map/framework" for a potential replacement database system. This requires a map for how to transition from Lotus Notes (its current format) to Share Point (or another web based system) in order to develop a detailed cost estimate and action plan for modernizing our tools for the SAB Staff Office public meetings. This shall include: (a) a documentation of the database mapping inputs and outputs and functions of the current database; (b) analysis of our current needs; and, (c) options for future database implementation analysis of those options and recommendations. This will ensure that the map will include a detailed report of how the new system will replicate the functionality of the current system (office workflow, data input, reports, public website integration).

Deliverable Date: 4/31/15

Performance Requirement: The contractor shall provide a complete database map/framework

to support SAB meetings.

Performance Indicator: Timeliness and complete final report.

Performance Standard: The report shall include a complete database map/framework of a

potential future database

Quality Assurance: COR review and acceptance.

Task 2: Complete Cost Estimate and Action Plan for Modernizing our Database Systems

1. The contractor shall develop a detailed cost estimate and action plan for modernizing our tools.

Deliverable Date: 4/31/15

Performance Requirement: Contractor develops and delivers a report that includes an action plan and associated cost estimate for upgrading our Lotus Notes databases into Share Point (or some other web-based design system) for SAB Meeting support.

Performance Indicator: Timeliness and complete report.

Performance Standard: The report shall include a complete action plan and cost estimate

based on the contractor's research.

Quality Assurance: COR review and acceptance.

AMENDMENT OF SOLICITATION/MOL.	ICATION OF CO	NTRACT		1. CONTRACT IL E	T P	PAGE OF	PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE (DATE	4. REQU	JISTTON/PURCHASE REQ. NO.		1	2 (If applicable)
001	See Bloc	12001 -0			10	ALO 1 110.	in approxim y
	DE HPOD		7. ADM	INISTERED BY (If other than Item (I)	CODE	τ	
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue,	on Agency			,		L	
Mail Code: 3803R		į					
Washington DC 20460			lo a				
8. NAME AND ADDRESS OF CONTRACTOR (No.	areed, county, State and a	(Code)	(x)	AMENDMENT OF SOLICITATION NO.			
ENDYNA INC							
1345 LANCIA DRIVE			9B. I	DATED (SEE (TEM 11)			
MCLEAN VA 221022203			1				
		ļ.	X 10A	MODIFICATION OF CONTRACT/ORD	ER NO.		
		ľ	EF	-W-11-051			
			30	DATED (SEE ITEM 13)			
CODE (b)(4)	FACILITY CODE		-	The second of th			
con (b)(4)			0-140	/28/2014			
			0.00	NTS OF SOLICITATIONS	recommendation and a	····	
The above numbered solicitation is amended as a Offers must acknowledge receipt of this amendm	ent prior to the hour an	d date specified in the s	olicitatio	n or as amended, by one of the following		By complet	ting
Items 8 and 15, and returning separate letter or telegram which includes a refer THE PLACE DESIGNATED FOR THE RECEIPT virtue of this amendment you desire to change ar to the solicitation and this amendment, and is reo	ence to the solicitation OF OFFERS PRIOR 1 offer already submitte	and emendment numbe O THE HOUR AND DA' d, such change may be	rs. FAIL TE SPE made by	CIFIED MAY RESULT IN REJECTION C	T TO BE REC	EVED AT	
12. ACCOUNTING AND APPROPRIATION DATA (200 - December 200 - 200	-				
See Schedule		<u> </u>					
13. THIS ITEM ONLY APPLIES T	O MODIFICATION OF	CONTRACTS/ORDERS	L IT MO	DIFIES THE CONTRACT/ORDER NO. A	8 DESCRIBE	D IN ITEM 1	4.
				ES SET FORTH IN ITEM 14 ARE MADE			
x				IINISTRATIVE CHANGES (such as chau DF FAR 43.103(b).	nges in paying	g office,	
C. THIS SUPPLEMENTAL AGREE	MENT IS ENTERED IN	ITO PURSUANT TO AU	ITHORU	YQF:			
D. OTHER (Specify type of modifice	ation and authority)						
E IMPORTANT: Contractor ⊠is no	ot, is required to	sign this document and	refum _	copies to the is	suing office.		
14. DESCRIPTION OF AMENDMENT/MODIFICAT	ION (Organized by UC	F section headings, incl	uding so	licitation/contract subject matter where f	oasibio.)		
DUNS Number: $\lfloor (b)(4) \rfloor$							
IGF::OT::IGF,To provide ad							
Task Order 30 for SAB Staf	f Office IT	Support - S	AB P	ublic			
Public Meeting Process.							
TOCOR: AFISHER Max Expire							
The purpose of this no-cos		ion is to ex	tend	the end date of the	period	d of	
performance to 30 June 201	5.						
Continued							
Except as provided herein, all terms and conditions		inced in Item 9A or 10A,				22 11 12 12 12 12 12 12 12 12 12 12 12 1	
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. N	AME AND TITLE OF CONTRACTING O	XFFICER (Typ	e or print)	
			Shar	con Whitehair			
158. CONTRACTOR/OFFEROR	[1	SC. DATE SIGNED	168. U	NITED STATES OF AMERICA		18C.	DATE SIGNED
			Sin	was again 3 thinks	ELECTRO		/22/22/5
(Signature of person extrortred to sign)			l	(Signature of Contracting Officer)		-^- 04	/23/2015
					000 1 1 100 1 7	D E0041	

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

CONTINUATION QUEET	REFERE	IO. OF DOCUMENT BEING CONTINUED	PAGE	OF
CONTINUATION SHEET		-051/30/001	2	2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Payment:				
	RTP Finance Center	•	i I		
	US Environmental Protection Agency	1	il		
	RTP-Finance Center	1	1 1		
	Mail Drop D143-02	1			
	109 TW Alexander Drive				
	Durham NC 27711	1			
	Period of Performance: 10/29/2014 to 06/30/2015				
		1			
	1	i			
		1			
			1 1	1	
			H	1	
				Į.	
			1 1		
		ļ	1 1	į	
			1		
			1		
		1			
			1	†	
				ŀ	
			1		
	,				
			[
			ı	1	